ME PREVENTION

OSA PREVENTION USER MANUAL

VERSION 2.2
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INTRODUCTION

The KIT Prevention Service is a database tracking software package, which is based on the Center for Substance Abuse Prevention's (CSAP) Minimum Data Set (MDS), a nationally recognized standard. MDS is a collection of standard data elements developed by CSAP to enable states, substance abuse agencies, community-based service providers, and others to quantify and compare the number and type of primary prevention and early intervention services delivered. The use of these standards provides a consistent and comprehensive basis to collect and analyze data. Also, additional features have been added onto the MDS standard that will allow greater flexibility and customization for your state as well as easily incorporating science-based or evidence-based programs into the prevention application.

The software is designed to use a Needs Assessment to choose targeted risk and protective factors, base goals and objectives on these risk and protective factors, track prevention activities aimed at accomplishing the goals and objectives, and evaluate the progress of the goals and the outcomes (success) of the programs. In addition, the KIT Prevention Service facilitates information sharing and tracking meeting results between the Prevention Partners and Coordinating agencies.

TIPS FOR USING THE APPLICATION EFFECTIVELY

The KIT Prevention Service is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. Start at Assessment, filling in all the information for that area before moving on to the Planning section. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 x 768 pixels or larger. If your screen resolution is smaller (ex. 800 X 600 pixels), everything on the screen will appear larger. But, if you use 800 X 600 pixels, then you will have to scroll more both up & down and left & right to access all the data fields.

Web Browser

The web browser supported by the KIT Prevention Service is Microsoft Internet Explorer (IE). Currently Mozilla Firefox, Netscape, AOL, MSN and other browsers may not be supported by KPS. They may function, but not to design specifications. We recommend users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blockers

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars and other 3rd party managing software blocks hazardous and annoying pop-ups, sites like KIT Prevention require pop-ups to be able to function. If your pop-up blocker is enabled, then there is a possibility that KIT Prevention may not function or appear properly. You should either disable the pop-up blocker while using the KIT Prevention Service (while remembering to enable it, if desired, when not in KIT Prevention) or create exceptions for the pop-up blocker. This is cumbersome, but may be easier than making exceptions to the pop-up blocker.

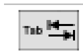
To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open, click the top toolbar option “Tools” and then go to “Internet Options”. After the Internet Options window is available, you will want to click on the “Privacy” tab at the top of the window. You will notice while on the “Privacy” tab, at the bottom will be a section on Pop-Up Blockers. If you’re “Block Pop-Ups” checkbox is checked, then click on the “Settings” button. You can now add the KIT Prevention Service links to the “Allowed Sites” list which the pop-up blocker will ignore when trying to block pop-ups from KIT Prevention. You will want to add “https://kitprevention.kithost.net” for the live application, and “http://demo.kithost.net” for the demo application. Once these sites are added to your “Allowed Sites” list, the pop-up blocker will no longer prevent pages from loading or appearing while you are using the KIT Prevention Service.

System Navigating

Maine is set up in such a fashion that moving from Left to Right on the menu is the best approach to using the application. Start at Assessment, filling in all the information for that area before moving on to the Planning section. Continuing in this manner will ensure that all of the sections of the application have enough information to function correctly. If all of the different portions are not completed, some modules will not work correctly.

Computer Keys

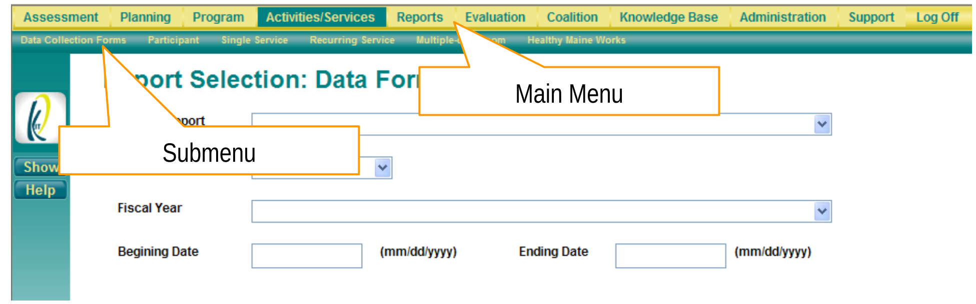
While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	The Cursor	Points to desired location
	The TAB key	Moves the cursor to the next data field
	Hold down the SHIFT key and then press the TAB key	Moves the cursor to the previous data field
	The Ctrl (Control) key	Enables blocked material to open (due to pop-up blocker)
	Use the MOUSE by pointing and clicking to move the cursor	Moves the cursor by pointing and clicking

Menu Information

The Menu for the service is located across the top of the screen. Some Main Menu categories may be broken down into submenu categories to choose from. The Main Menu categories list the main modules that are within the application. When a Main Menu category is selected a list of submenu categories will be displayed below the Main menu.

1. Main Menu - Constant (unchanging)
2. Sub-Menu - Vary depending on which Menu item is selected.

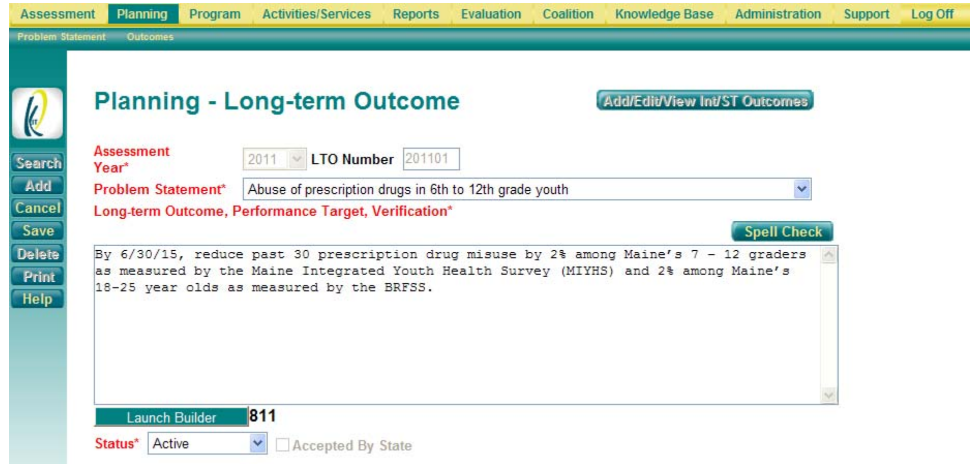


(This is a screenshot.)

Edit Forms

The Edit Form contains the fields for entering and editing data. The buttons for adding, editing, saving, canceling, deleting, are available in the left toolbar. (See the Data Fields and Button section for additional details on the function of these buttons.)

- To add new information into the form, click the Add (Add) button from the left toolbar. The Add (Add) button will change into a Cancel (Cancel) button and the Edit Form data fields will be blank allowing you to enter new information.
- To view and edit existing data, use the dropdown lists to select the information you want to view. The data fields will display the data entered previously. To modify this data, click the Edit (Edit) button from the left toolbar. The Edit (Edit) button will change into a Cancel (Cancel) button; the fields will no longer be grayed out and will allow you to change the information.

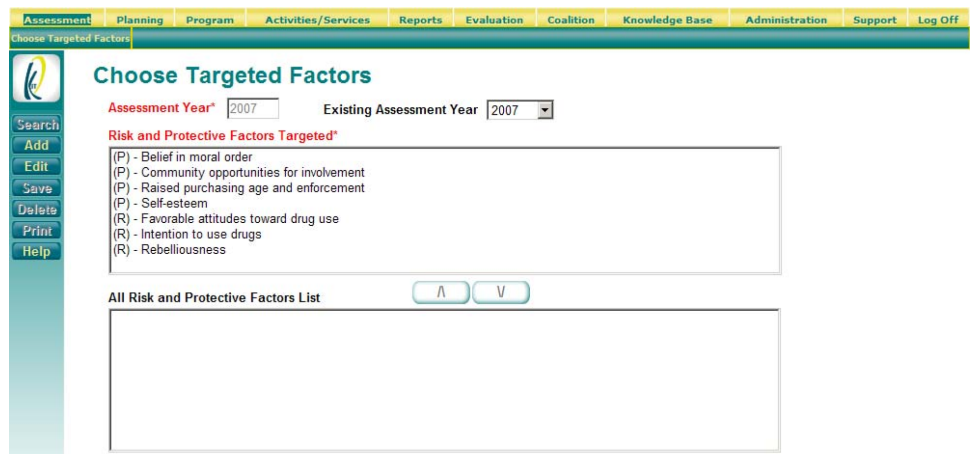


(This is a screenshot of an Edit Form.)

Single Form View:

The Single Form View is used when the data entered is updated periodically. Only one form is available and edited. The Single Form View displays the fields on the Edit Form.

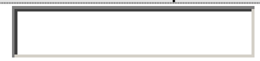
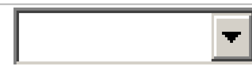
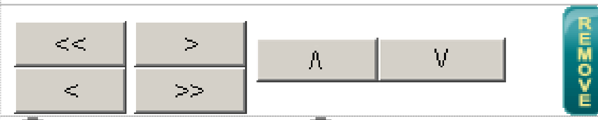
- The form can be edited at any time, but you must click the Save (Save) button from the left toolbar to update the data.



(This is a screenshot of a "Single Form View" Page.)

Data Fields and Buttons

In the KIT Prevention Service there are several fields, boxes and buttons that are used to collect and store data.

Type	Preview / Description
Text Field (aka 'Text Box)	 (fill in the blank)
Drop Down Menu (aka Pull Down Menu)	 (select one)
Buttons	
Radio Button	Selected Not selected
Check Boxes	Selected Not Selected
Red*	A red field and an asterisk denotes a required field
Black	Black text denotes a suggested but optional field

It does not matter the order in which the above fields are filled in, but if a required field is not filled in and you try to save the form, you will receive a message informing you what field is missing data, and you will not be able to save the form until that field has data.

Tips

- All the fields with red labels and asterisks (*) are required fields. These must have a value entered before the record can be saved.
- You can use the 'TAB' key to move from field to field.
- You can enter an identifying letter of an item in a dropdown list and it will appear in the list.
- To select multiple data at one time from a Multiple Selector Box or List Box, hold down the CTRL (**Control**) key on the keyboard and left click the mouse on any of the data options that you'd like to include in your entry.

Edit Form Buttons

Information is added and edited on the computer screen through data entry/edit forms. The table below summarizes the buttons used to enter/edit information. Notice that if the button is not in **bold** print, then it is not selectable at this time.

Search	Searches for information on the criteria (e.g. client name) that you specify.
Add	Must be pressed first before new information is added to a form.
Edit	Allows you to change the information currently on the form.
Save	Adds the information on the form to the KIT Prevention.
Print	Prints the information currently on the form.
Help	Displays the Expert Help screen.
Back	Returns you to the previous screen.
Delete	Removes the information currently on the form from the KIT Prevention database.
After you press 'Add' or 'Edit', a 'Cancel' button will replace the 'Add' or 'Edit' button.	
Cancel	Cancels the Add or Edit without saving any information entered.

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

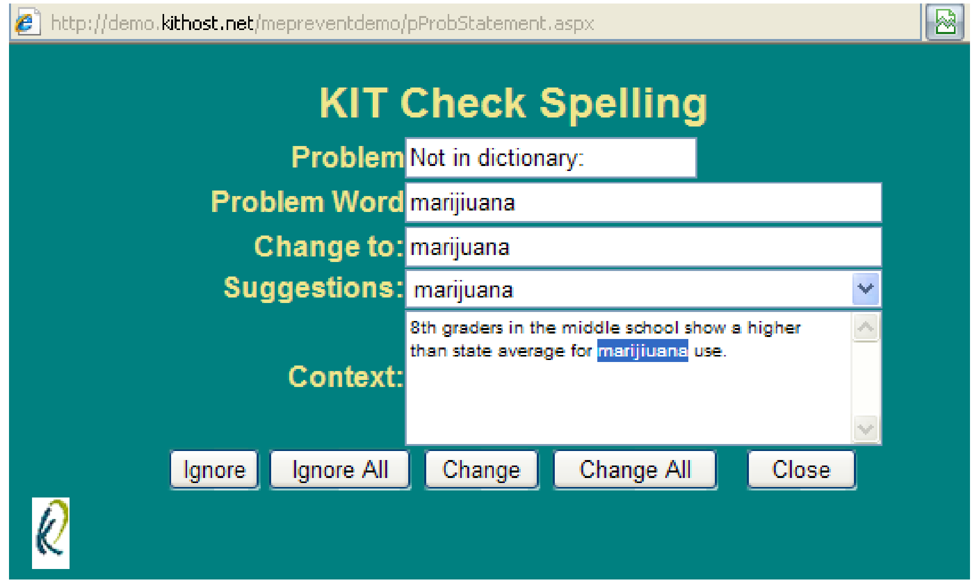
Below are some additional buttons that may appear within a form.

Show	Will open information in a new window based on the selections in the Edit form.
Select	Opens the information in the enter/edit form for viewing or modifications

Additional Features

Spell Check Feature

A spell check feature has been added to various sections to help eliminate spelling errors. The following section details the various options on the Check Spelling page. When the Spell Check button has been selected a new window will appear displaying the Check Spelling page. The spell check feature will look at any words written within a text box or field.



The following table is a summary of options in the spell check feature:

Option	Description
Change to	When the **Change** button is clicked, the value in the **Change to** box will replace the highlighted misspelled word and the spell checker will continue to the next word. You may type in this field if an appropriate suggestion is not present in the **Suggestions** drop down.
Suggestions	A drop down box of spelling suggestions for the misspelled word. If the word is misspelled but not available as an option in the **Suggestions** drop down – you may type the correct spelling in the **Change to** box.
Ignore	Disregards the misspelling in the highlighted word only and continues to the next word. The next occurrence of the misspelled word will be highlighted for correction.
Ignore All	Disregards the misspelling in the highlighted word and all future occurrences of the word. You will no longer be prompted to fix the spelling. An example when to use this is if your name was highlighted as misspelled – this would be a case to ignore all.
Change	Changes the spelling of the highlighted word to the selected **Change to** word.
Change All	Changes the spelling of the highlighted word to the selected word and all future occurrences of the word.
Close	Closes the Check Spelling window.

LOGIN PROCEDURE

Connect to the internet using an internet browser (i.e., Internet Explorer). In the Address field, type in the following website address and press **Enter** on your keyboard:

Live Data:
https://kitprevention.kithost.net/meprevent2011/

The following screen will appear:

1. Enter the user ID (login name) provided by your acting administrator in the **User ID** text box.
2. Enter the password in the **Password** text box.
3. Enter the organization ID in the **Organization ID** text box.
4. Select the grant you wish to work on from the **Select Grant** dropdown list.
5. Click the Login (**Login**) button.

(This is a screenshot displaying the Login Page.)

To log out of the application, click the Log Off (**Log Off**) link on the right of the main menu.

Tips

- The User IDs ARE NOT case sensitive.
- The Passwords ARE case sensitive.
- The Reset (**Reset**) button will clear all of the login fields.

Service Announcement

The Service Announcement section that is located on the Login page is there to notify users that the ME KIT Prevention Service is receiving any necessary server updates or other important messages regarding the application.

If you see Service Maintenance it means that the ME KIT Prevention Service may be down for a short period of time and you will not be able to log into the application at that time. Server maintenance typically occurs once a month.

(This is a screenshot displaying the Login Page.)

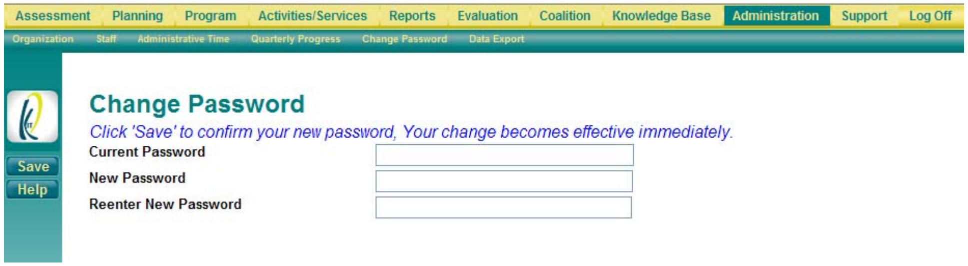
SYSTEM SETUP – ADMINISTRATION FUNCTION

The Administration module is used to complete administrative tasks within the KIT Prevention Service, such as updating organization information, registering a KIT user, and changing a password.

Change Password

The Change Password module also allows the user to change the password on the account they are currently logged into.

1. Click **Administration** from the main menu.
2. Click **Change Password** from the submenu.
3. Enter the current password in the **Current Password** field.
4. Enter the password you would like to use in the **New Password** field.
5. Retype the password in the **Reenter New Password** field to confirm.
6. Click Save (**Save**) from the left toolbar.
7. You will receive a message stating it was successfully changed.



(This is a screenshot of the Change Password Page.)

Tips

- The advantage to the Change Password module is any staff member can change his or her own password without having access to the Staff Module.
- It is important to remember that passwords are case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.
- You will use the new password the next time you log in.

Staff

The Staff Information page enables the organization to track staff members' hours. In order to track staff hours as they relate to specific events, the staff members must be set-up in this module prior to entering event data.

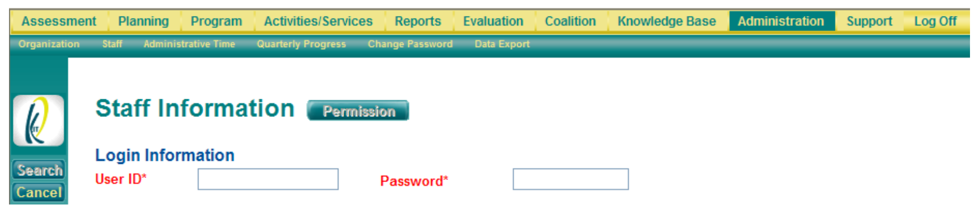
A staff member MUST be entered if he/she will need access to the database to do data entry or if they are performing a prevention service.

(This is a partial screenshot of the Staff Information Page.)

Adding Staff Information

1. Click **Administration** from the main menu.
2. Click **Staff** from the submenu.
3. Click Add (**Add**) from the left toolbar.

4. Enter the staff member's **Login Information**.
    a. The User ID* will be the login name used by the staff member. This may be anything that you choose. Choosing a User ID and Password scheme will simplify administration. (For Example: Using first initial and last name for the User ID.)
    b. The Password* field is where the temporary password is created for the staff member. This password will be used along with the User ID and Organization ID number to log into the KIT Prevention Service. Once a user logs in, they can use the Change Password module to change the password to one of their liking.

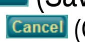


(This is a partial screenshot of the Staff Information Page.)

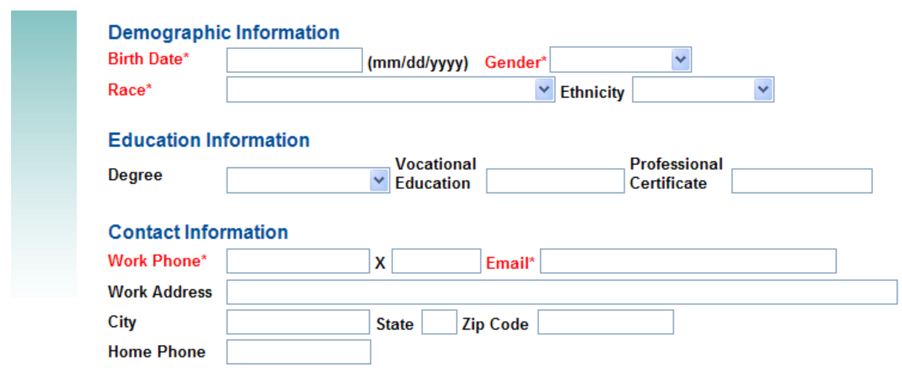
5. Enter in the staff member's **General Information**.
    a. Select the staff member's **Salutation*** from the dropdown list.
    b. Select the staff member's **Title*** from the dropdown list.
    c. Enter the staff member's **First Name*** and **Last Name*** in the appropriate fields.
    d. The **Status*** is defaulted to *Active*.
        i. *Active*: currently in use (can be viewed in other screens).
        ii. *Inactive*: no longer in use (will not appear on other screens or reports).
    e. Select the secondary language the staff member speaks from the **Second Language** dropdown list, if applicable.

(This is a partial screenshot of the Staff Information Page.)

6. Enter in the staff member's **Demographic Information**.
    a. Enter the staff member's **Birth Date*** as mm/dd/yyyy.
    b. Select the staff member's **Gender*** from the dropdown list.
    c. Select the staff member's **Race*** from the dropdown list.
    d. Select the staff member's **Ethnicity** from the dropdown list.
7. If known, enter the staff member's Education Information, including **Degree**, **Vocational Education**, and **Professional Certfication**.
8. Enter the staff members **Contact Information**.
    a. Enter the staff member's **Work Phone***.
    b. Enter the staff member's **Email***.
    c. Enter the staff member's address of employment and phone number in the following fields: **Work Address**, **City**, **State**, **Zip Code**, and **Home Phone**.
9. Click 

(**Save**) from the left toolbar.
   *Note: Click 

(**Cancel**) to quit without saving changes.



(This is a partial screenshot of the Staff Information Page.)

*Note: The permission levels for the staff member must now be set. For detailed instructions on setting staff permissions, see [Modifying Staff Permissions](#).

Tips

- If staff members cannot access any of the modules, they have not been assigned permissions. See the Modifying Staff Permissions page for additional instructions.
- The "Status" is used to keep a staff member in the database for history purposes, but removed from all the staff lists on forms. When a staff member leaves your organization, you will not be able to delete the staff member if they performed services, but you can make them ***Inactive*** to remove their names from forms and prevent the staff member from entering the application.
- Design a naming convention in order to keep your staff names uniform and ease the administration tasks of creating users.
- Login names are NOT case sensitive.
- Passwords ARE case sensitive.
- Passwords can be any combination of letters, numbers and/or characters.

Editing Staff Information

1. Click **Administration** from the main menu.
2. Click **Staff** from the submenu.
3. Click Search (**Search**) from the left toolbar to locate the staff member you wish to edit. (See [Using the Search Feature](#) section for additional details.)
4. Click the Select (**Select**) button to the right of the staff member you wish to edit.
5. Click Edit (**Edit**) from the left toolbar.
6. Make any changes needed to the form.
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.

(This is a partial screenshot of the Program Page.)

Deleting Staff Information

1. Click **Administration** from the main menu.
2. Click **Staff** from the submenu.
3. Click Search (**Search**) from the left toolbar to locate the staff member you wish to delete. (See [Using the Search Feature](#) section for additional details.)
4. Click the Select (**Select**) button to the right of the staff member you wish to delete.
5. Click Delete (**Delete**) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.

(This is a partial screenshot of the Program Page.)

Tips

- You cannot delete a program if Groups have been associated with it. Set the **Status** to *Inactive*.

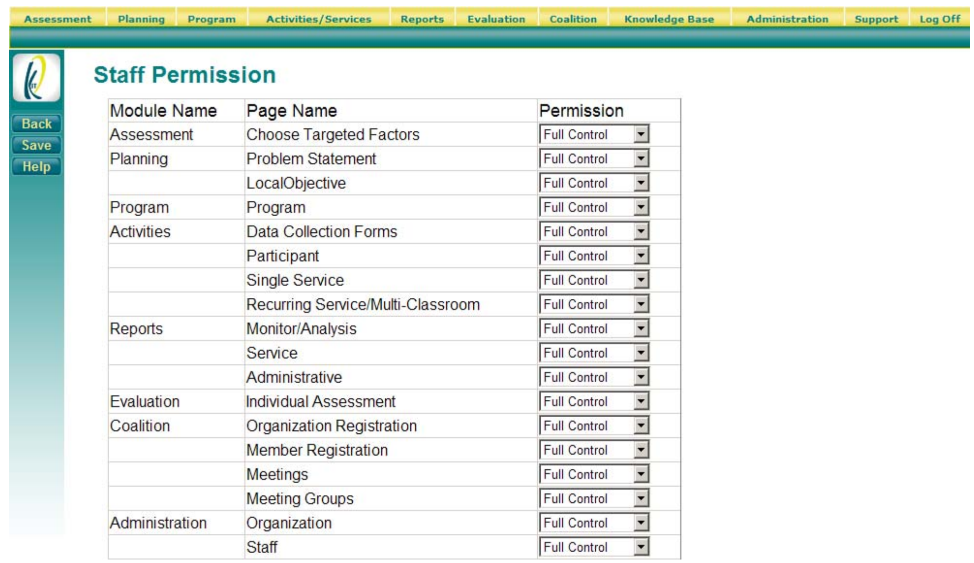
Modifying Staff Permissions

Once you have saved the new staff entry, click the **Permission** button to set the staff member's permissions.

You can tailor a specific user's access level to each area of the KIT Prevention Service. The permissions are defaulted to a normal access level for a particular user, but anyone that has access to the Staff area can modify access levels for any user on the application. The different levels of access can be set as follows:

- **No Permission** (No access to a particular module)
- **Read Only** (Staff can only view information)
- **Read and Write** (Staff can add new information, view and edit existing information)
- **Full Control** (Staff can add new information, view, edit and delete existing information)

1. Click the **Permission** (**Permission**) button from the Staff Information page.
2. Set the permissions for the each module according to the level of permission the staff member should have (see above).
3. Once you have set the permissions for the account, click **Save** (**Save**) from the left toolbar.
   *Note: To exit this screen without saving any of the changes you have made, click **Back** (**Back**) from the left toolbar.
4. Click **Back** (**Back**) from the left toolbar to return to the **Staff Information** screen.



Module Name	Page Name	Permission
Assessment	Choose Targeted Factors	Full Control
Planning	Problem Statement	Full Control
	LocalObjective	Full Control
Program	Program	Full Control
Activities	Data Collection Forms	Full Control
	Participant	Full Control
	Single Service	Full Control
	Recurring Service/Multi-Classroom	Full Control
Reports	Monitor/Analysis	Full Control
	Service	Full Control
	Administrative	Full Control
Evaluation	Individual Assessment	Full Control
Coalition	Organization Registration	Full Control
	Member Registration	Full Control
	Meetings	Full Control
	Meeting Groups	Full Control
Administration	Organization	Full Control
	Staff	Full Control

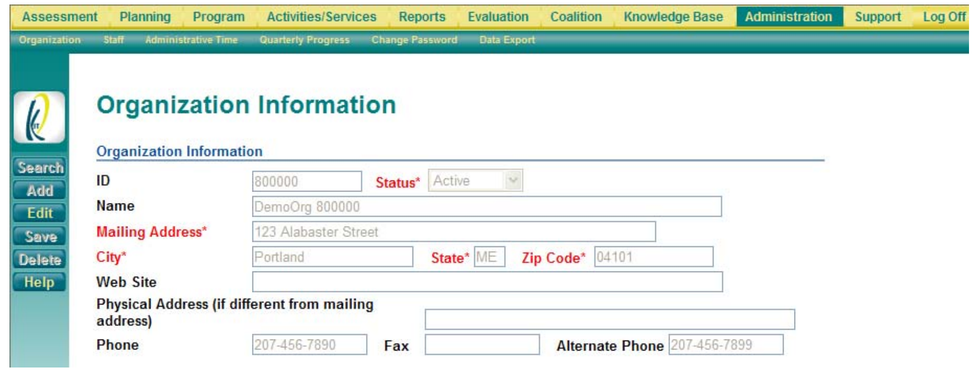
(This is a partial screenshot of the Staff Permissions Page.)

Organization Information

The Organization Information area has fields that can be filled in with details specific to your organization. The contact information is useful to the state if they need to contact you with any questions.

Viewing the Organization Information

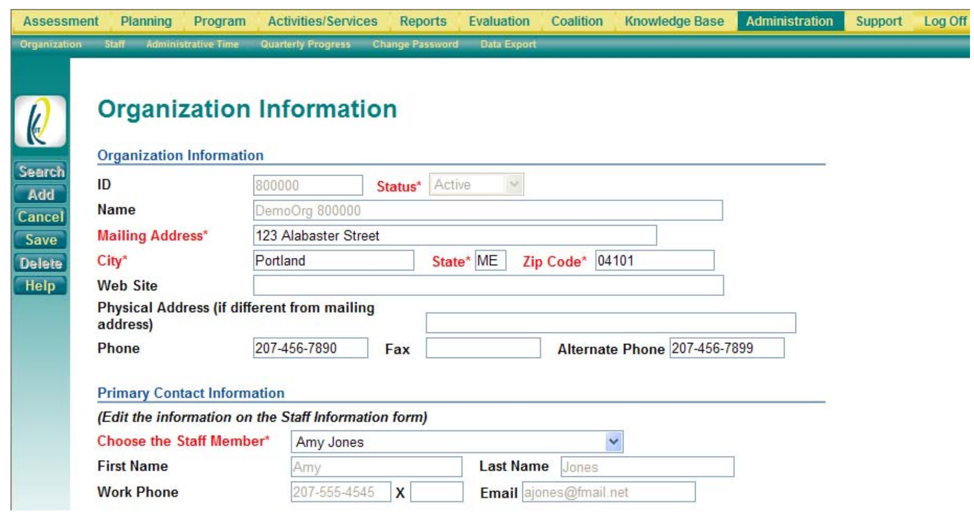
1. Click **Administration** from the main menu.
2. Click **Organization** from the submenu.



(This is a screenshot of the Organization Information Page.)

Editing the Organization Information

1. Click Edit (**Edit**) from the left toolbar.
2. Make any changes needed to the **Organization Information** (including Mailing Address*, City*, State* and Zip Code*).
3. In the **Primary Contact Information** section, select one of the staff members to serve as a contact person for the KIT Prevention Service from the Choose the Staff Member* dropdown list. The rest of the information will be loaded for you based on what was entered in the Staff module.
4. Click Save (**Save**) from the left toolbar.
   *Note: To exit the screen without saving any changes, click the Cancel (**Cancel**) button.



(This is a screenshot of the Organization Information Page.)

Tips

- Only the State can change:
  -Provider ID
  -Provider Name
- If one of these items is incorrect for your organization, submit a request through the Contact Support link.

ASSESSMENT

The Assessment portion of the KIT Prevention Service is used to identify the risk and protective factors to target based upon the needs of the community.

Choose Targeted Factors

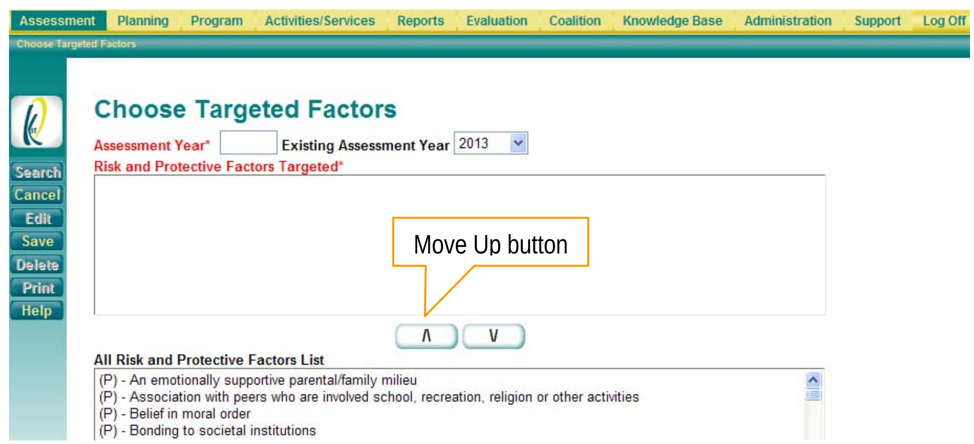
From your community needs assessment, you will be able to identify the risk and protective factors that your prevention programs should targeting. The KIT Prevention Service has an option under Assessment where you can select the risk and protective factors for the year. All of the long term, intermediate, and short-term outcomes, programs, and services you provide should be linked to Risk & Protective Factors from your Needs Assessment.

Adding Targeted Factors

1. Click **Assessment** from the main menu.
2. Click **Choose Targeted Factors** from the submenu.
3. Click Add (**Add**) from the left toolbar.

(This is a screenshot of the Choose Targeted Factors Page.)

4. Enter the current Assessment Year* from the dropdown list.
5. In the **All Risk and Protective Factors List** box, click on the Risk & Protective Factors identified in your Needs Assessment. Select all that apply.
   *Note: You can select more than one factor by holding down the Ctrl (**Control**) key on your keyboard while clicking on your factor choices.
   a. Use the Λ (Move up) button in the center of the screen to move items from the **All Risk and Protective Factors List** to the Risk and Protective Factors Targeted* list.
   b. The Risk and/or Protective Factor(s) you selected will be displayed in the Risk and Protective Factors Targeted* box.
   *Note: To remove a factor, click on the factor in the Targeted list, and click the V (Move down) button.



(This is a screenshot of the Choose Targeted Factors Page.)

6. Click Save (**Save**) from the left toolbar.
*Note: Click Cancel (**Cancel**) to quit without saving changes.

Tips

- The Risk and Protective Factors List is in alphabetical order with Protective Factors listed first.

Editing Targeted Factors

1. Click **Assessment** from the main menu.
2. Click **Choose Targeted Factors** from the submenu.
3. Select the Assessment Year* you wish to edit from the dropdown list.
4. Click Edit (**Edit**) from the left toolbar.
5. Make any changes needed to the form.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.

(This is a screenshot of the Choose Targeted Factors Page.)

Tips

- You will not be able to delete the targeted factors for an existing assessment year.
- You will not be able to remove a targeted factor from the Risk and Protective Factors Targeted box if it has been associated with an outcome.

PLANNING

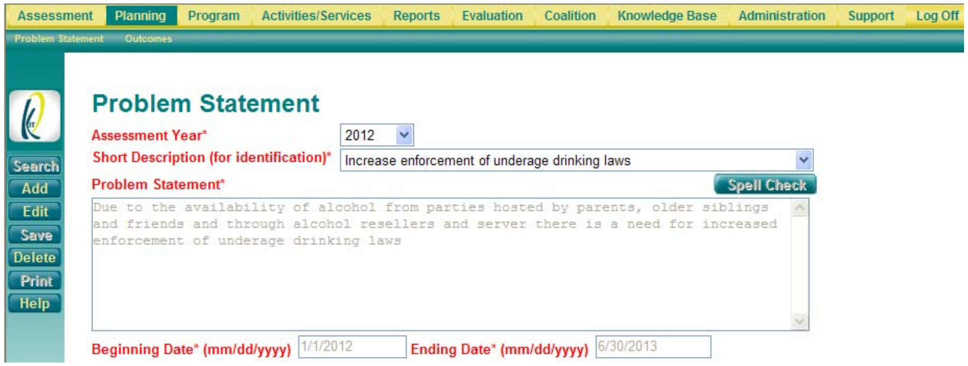
The Planning module allows the county/provider to develop a comprehensive strategic plan and to enter their long and short term outcomes.

Problem Statement

This section allows you to make a statement identifying the problems that need to be addressed in your community based on assessment results.

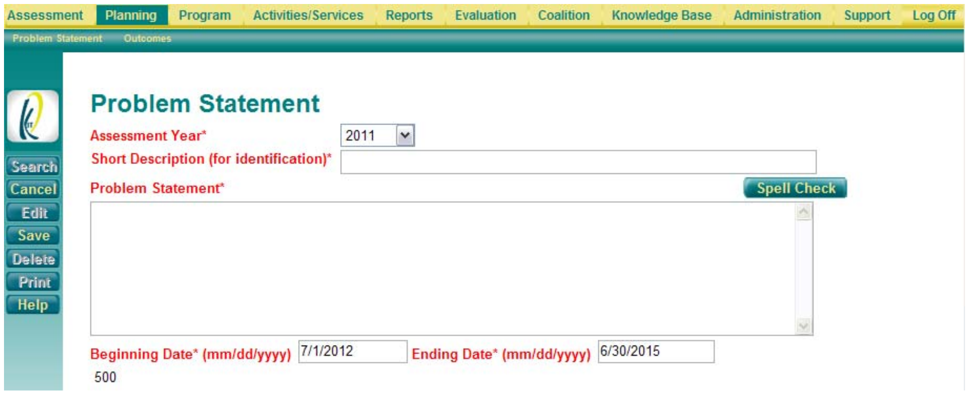
Adding a Problem Statement

1. Click **Planning** from the main menu.
2. Click **Problem Statement** from the submenu.
3. Click Add (**Add**) from the left toolbar.



(This is a screenshot of the Problem Statement Page.)

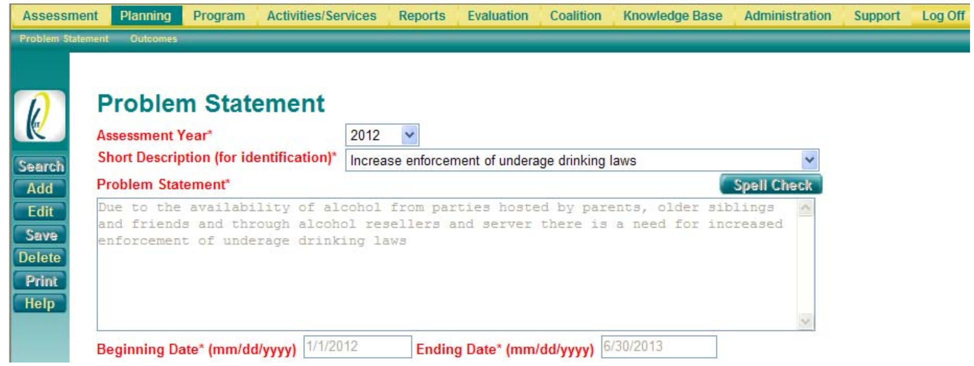
4. Select the current Assessment Year* from the dropdown list.
5. Enter a Short Description* that will be used later to identify the problem statement.
6. Enter in a detailed description of the Problem Statement*.
   *Note: There is a 500 character maximum allowed.
7. Enter the Beginning Date* and Ending Date* for this problem statement as mm/dd/yyyy.
8. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Problem Statement Add Page.)

Editing a Problem Statement

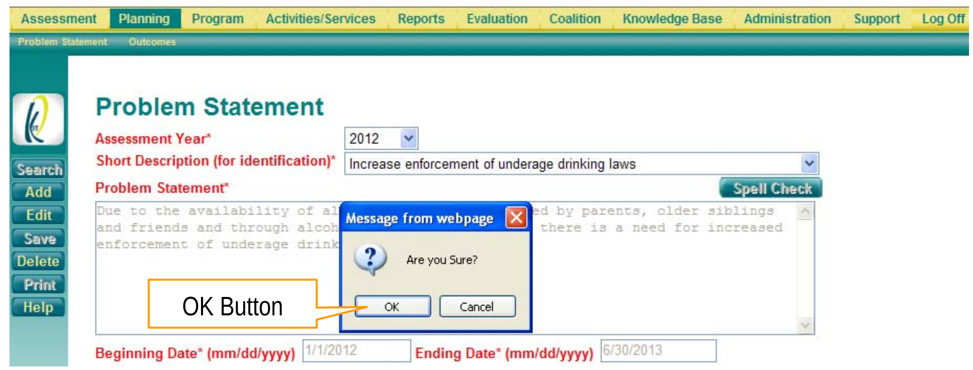
1. Click **Planning** from the main menu.
2. Click **Problem Statement** from the submenu.
3. Select the current Assessment Year* from the dropdown list.
4. Select the Short Description (for identification)* from the dropdown list that you wish to edit.
5. Click Edit (**Edit**) from the left toolbar.
6. Make any changes needed to the form.
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Problem Statement Page.)

Deleting a Problem Statement

1. Click **Planning** from the main menu.
2. Click **Problem Statement** from the submenu.
3. Select the current Assessment Year* from the dropdown list.
4. Select the Short Description (for identification)* from the dropdown list that you wish to edit.
5. Click Delete (**Delete**) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



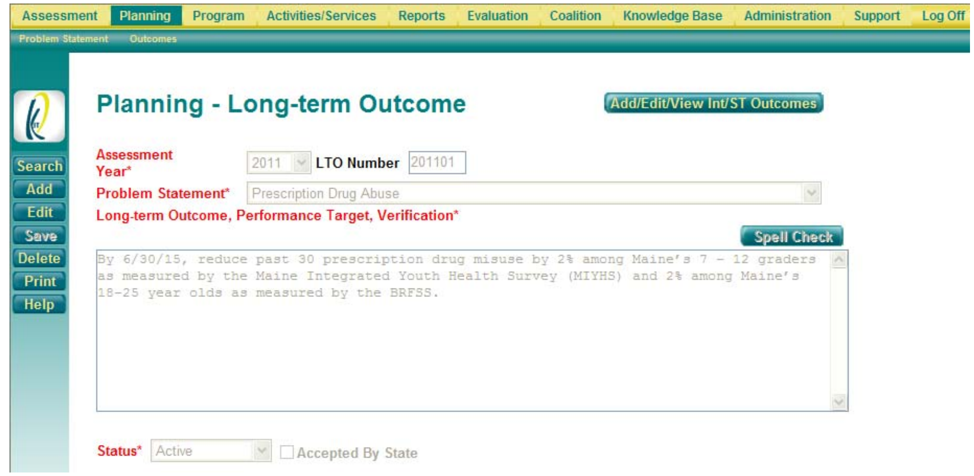
(This is a screenshot of the Problem Statement Page.)

Tips

- You will not be able to delete a problem statement if it is used by an outcome.

Outcomes

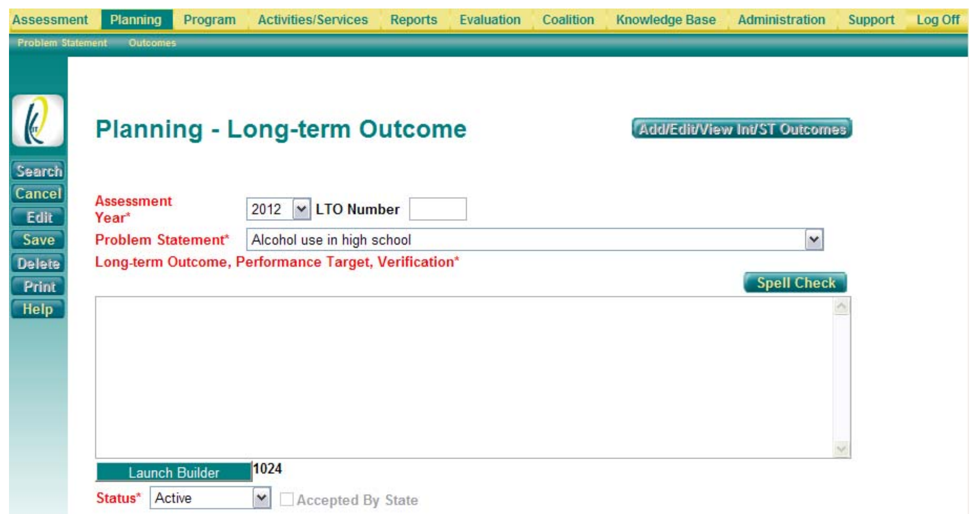
The Outcomes (Long-Term, Intermediate, and Short-Term) module allows you to identify outcomes to develop a timeline of performance monitors for each problem statement. The Long-Term outcome is your final performance target. Short-term and intermediate outcomes are associated with each Long-Term outcome and identify not only a performance target but also the risk or protective factor being addressed by that outcome.



(This is a screenshot of the Long-term Outcomes Page.)

Adding a Long Term Outcome

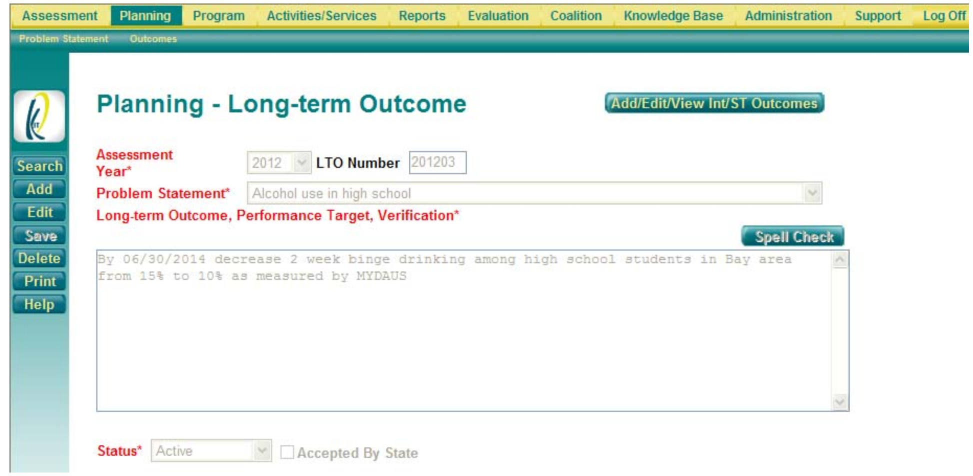
1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click Add (**Add**) from the left toolbar.
4. Select the current Assessment Year* from the dropdown list.
5. Select the Problem Statement* from the dropdown list.
6. To enter the Long-term Outcome, Performance Target, Verification*:
   a. Click on the Launch Builder (**Launch Builder**) button to launch the Builder Utility. (See [Using the Builder Utility] section for instructions.)
   Or
   b. Enter the outcome directly into the Long-term Outcome, Performance Target, Verification* box.
   *Note: You may copy and paste into this box.
7. The Status* is defaulted to Active.
   a. *Active*: currently in use (can be viewed in other screens).
   b. *Inactive*: no longer in use (will not appear on other screens or reports).
8. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Long-term Outcomes Add Page.)

Editing a Long Term Outcome

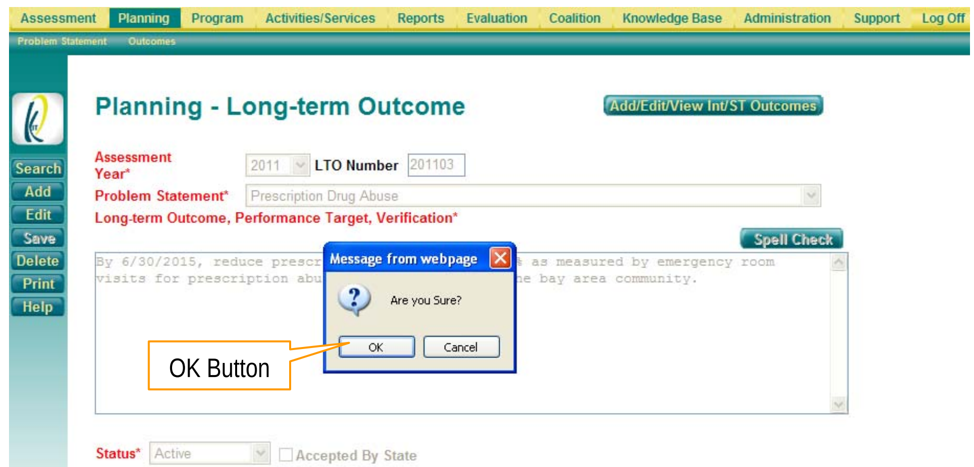
1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click Search (**Search**) from the left toolbar to locate the outcome you wish to edit. (See Using the Search Feature section for additional details.)
4. Click the Select (**Select**) button to the right of the outcome you wish to edit.
5. Click Edit (**Edit**) from the left toolbar.
6. Make any changes needed to the form.
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Long-term Outcomes Page.)

Deleting a Long Term Outcome

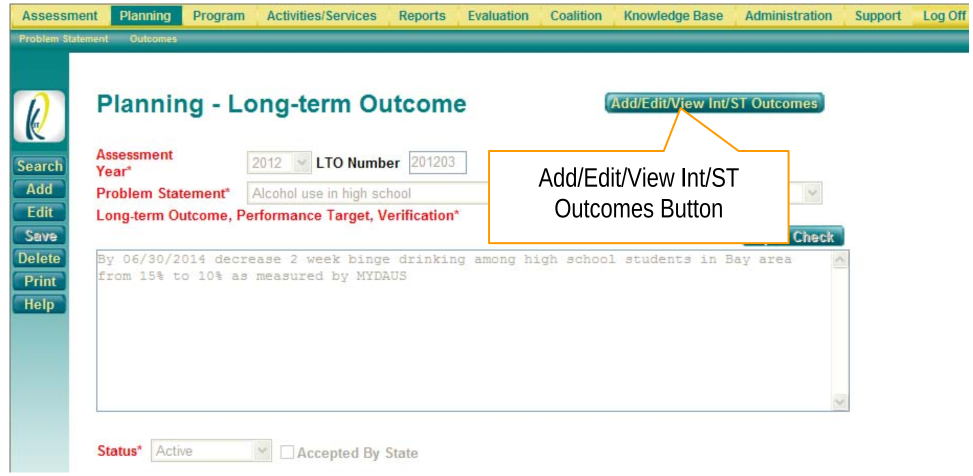
1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click Search (**Search**) from the left toolbar to locate the outcome you wish to delete. (See Using the Search Feature section for additional details.)
4. Click the Select (**Select**) button to the right of the outcome you wish to delete.
5. Click Delete (**Delete**) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



(This is a screenshot of the Long-term Outcomes Page.)

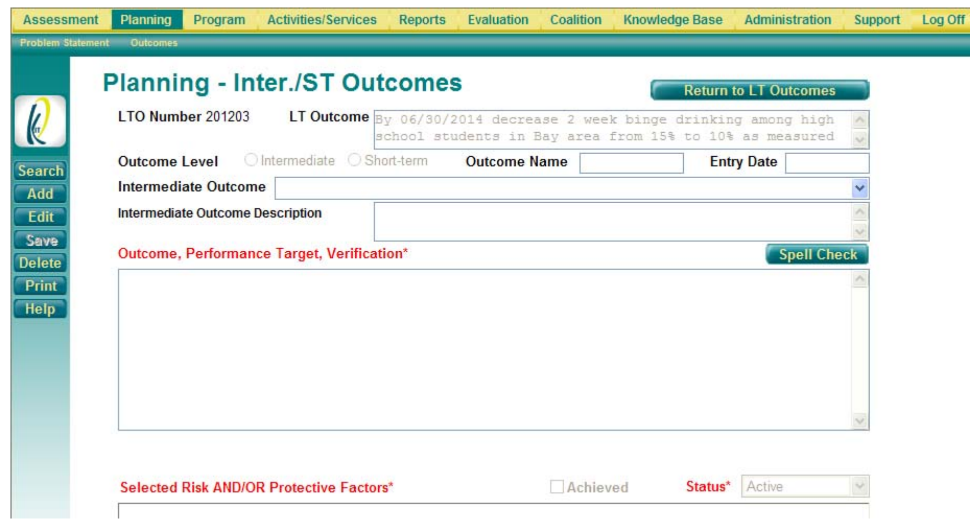
Adding an Intermediate Outcome

1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click Search (**Search**) from the left toolbar to find the appropriate Long-term Outcome that you want to add an Intermediate Outcome to. (See [Using the Search Feature] for additional instructions.)
4. Click the Add/Edit/View Int/ST Outcomes (**Add/Edit/View Int/ST Outcomes**) button.



(This is a screenshot of the Long-term Outcomes Page.)

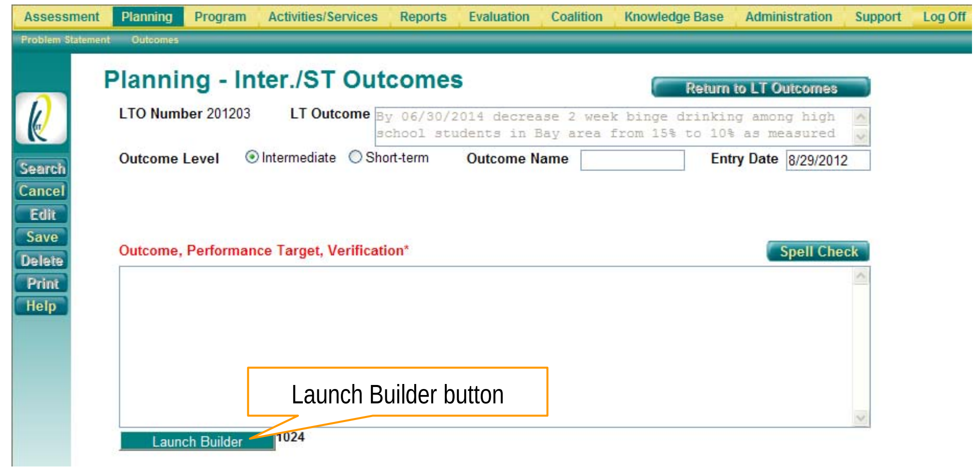
5. The **LT Outcome** area is automatically filled in for you. Ensure that this is the correct Long-Term Outcome you would like to add an Intermediate Outcome to
6. Click Add (**Add**) from the left toolbar.



(This is a screenshot of the Inter./ST Outcomes Page.)

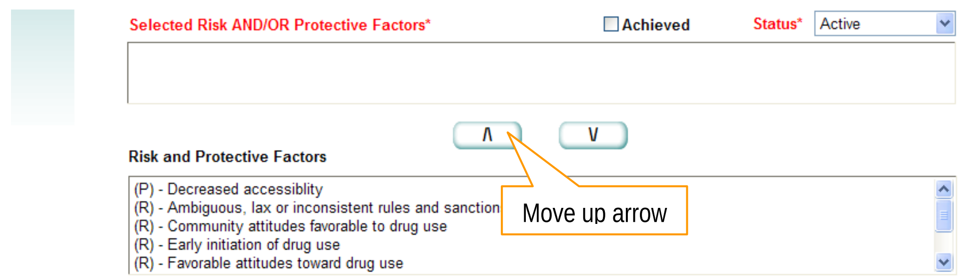
7. Using the **Outcome Level** radio buttons, select ***Intermediate***.
8. To enter the Outcome, Performance Target, Verification*:
    a. Click on the Launch Builder (**Launch Builder**) button to launch the Builder Utility. (See Using the Builder Utility section for instructions.)

       Or
    b. Enter the outcome directly into the Outcome, Performance Target, Verification* box.
       ***Note:** You may copy and paste into this box.



(This is a partial screenshot of the Inter./ST Outcomes Page.)

9. The Status* is defaulted to ***Active***.
    a. ***Active***: currently in use (can be viewed in other screens).
    b. ***Inactive***: no longer in use (will not appear on other screens or reports).
10. A list of available factors is in the bottom box labeled **Risk and Protective Factors**. Click on the Risk & Protective Factors identified in your Needs Assessment. You may select as many as you need.
    ***Note**: Selections for this list are based on those selected in the Choose Targeted Factors section.
    a. Use the ^ (Move up) arrow to move items from the **Risk and Protective Factors** list to the Selected Risk AND/OR Protective Factors* list.
    b. The Risk and/or Protective Factor(s) you selected will be displayed in the Selected Risk AND/OR Protective Factors* box.
       ***Note**: To remove a factor, click on the factor in the Selected list, and click the v (Move down) arrow.
11. Click Save (**Save**) from the left toolbar.
    ***Note**: Click Cancel (**Cancel**) to quit without saving changes.

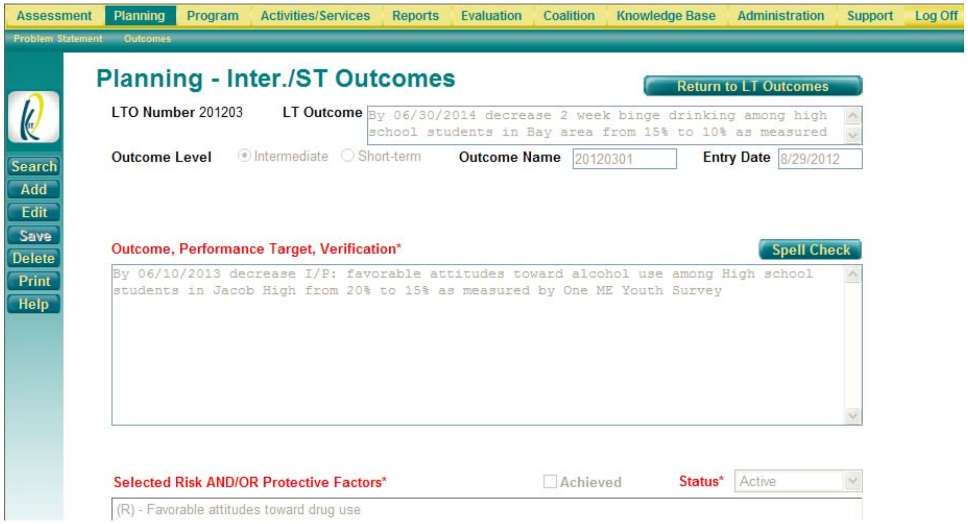


(This is a partial screenshot of the Inter./ST Outcomes Page.)

***Note**: When this Intermediate Outcome has been achieved, select the ☐ Achieved (**Achieved**) check box.

Editing an Intermediate Outcome

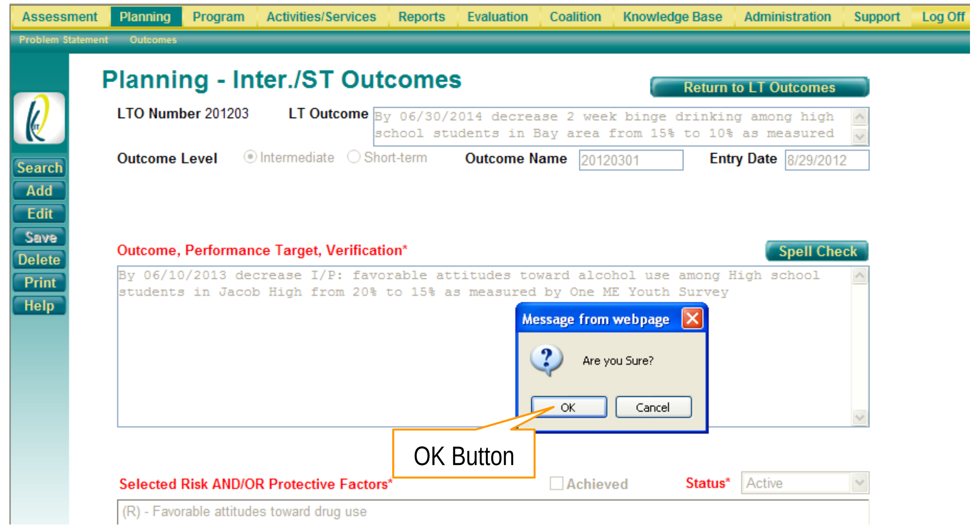
1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click Search (**Search**) from the left toolbar to find the long-term outcome associated with the intermediate outcome you wish to edit. (See [Using the Search Feature] for additional instructions.)
4. Click the Add/Edit/View Int/ST Outcomes (**Add/Edit/View Int/ST Outcomes**) button.
5. Click Search (**Search**) from the left toolbar to locate the outcome you wish to edit.
   *Note: Intermediate Outcomes will be 8 characters in length for the Objective Name.
6. Click the Select (**Select**) button to the right of the outcome you wish to edit.
7. Click Edit (**Edit**) from the left toolbar.
8. Make any changes needed to the form.
9. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Inter./ST Outcomes Page.)

Deleting an Intermediate Outcome

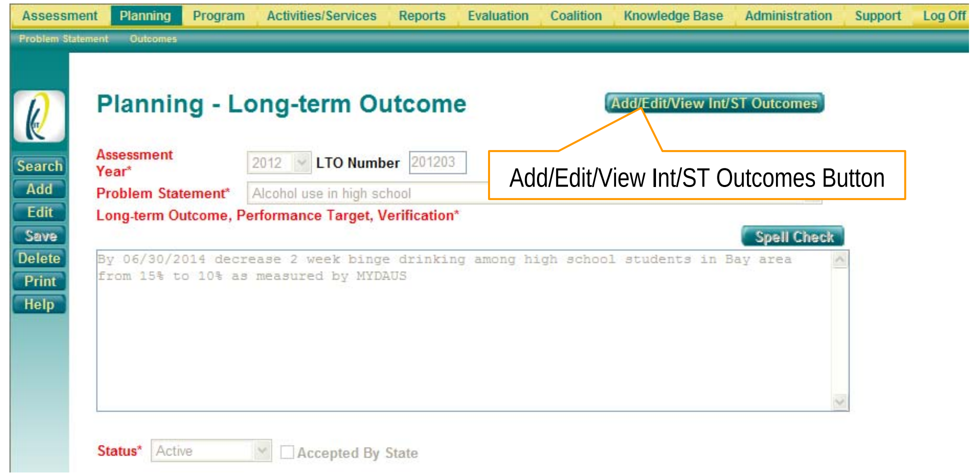
1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click Search (**Search**) from the left toolbar to find the long-term outcome associated with the intermediate outcome you wish to delete. (See [Using the Search Feature] for additional instructions.)
4. Click the Add/Edit/View Int/ST Outcomes (**Add/Edit/View Int/ST Outcomes**) button.
5. Click Search (**Search**) from the left toolbar to locate the outcome you wish to delete.
   *Note: Intermediate Outcomes will be 8 characters in length for the Objective Name.
6. Click the Select (**Select**) button to the right of the outcome you wish to delete.
7. Click Delete (**Delete**) from the left toolbar.
8. You will receive a message asking if you are sure you want to continue with the deletion. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



(This is a screenshot of the Inter./ST Outcomes Page.)

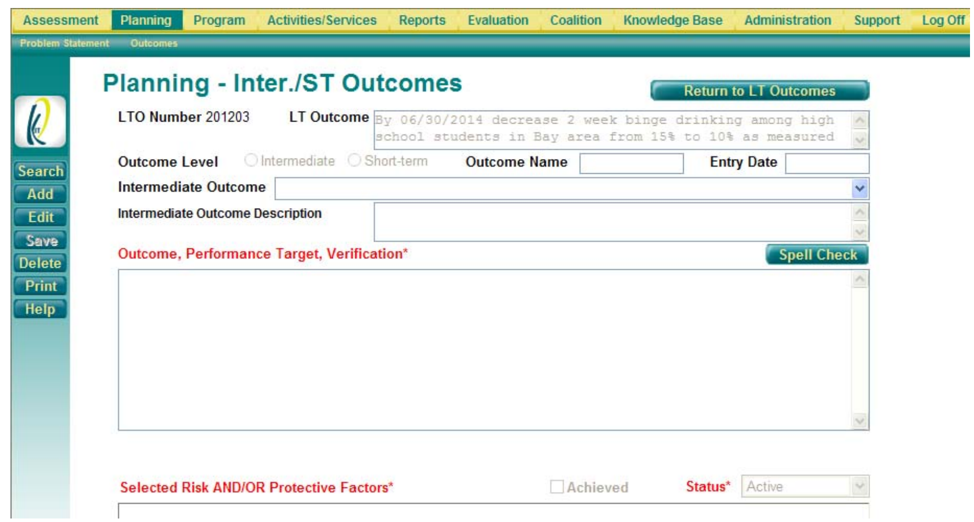
Adding an Short-term Outcome

1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click Search (**Search**) from the left toolbar to find the appropriate Long-term Outcome that you want to add a Short-term Outcome to. (See [Using the Search Feature] for additional instructions.)
4. Click the Add/Edit/View Int/ST Outcomes (**Add/Edit/View Int/ST Outcomes**) button.



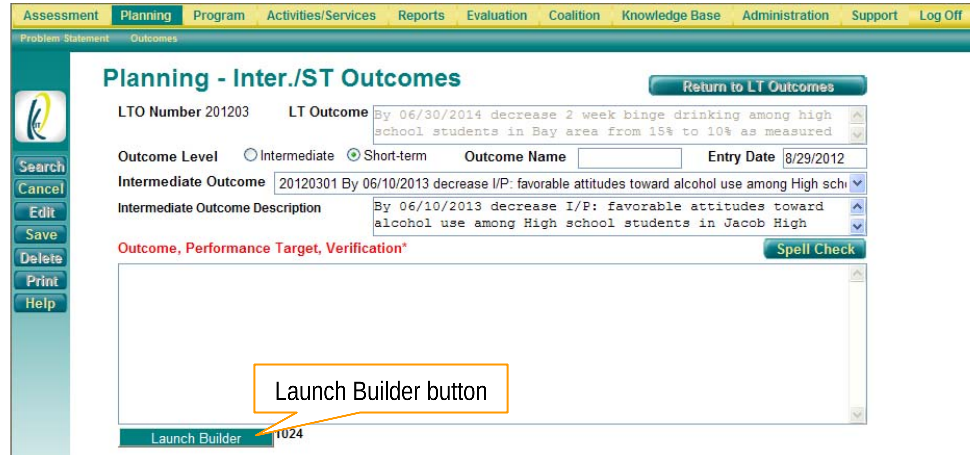
(This is a screenshot of the Inter./ST Outcomes Page.)

5. The **LT Outcome** area is automatically filled in for you. Ensure that this is the correct Long-Term Outcome you would like to add a Short-term Outcome to.
6. Click Add (**Add**) from the left toolbar.



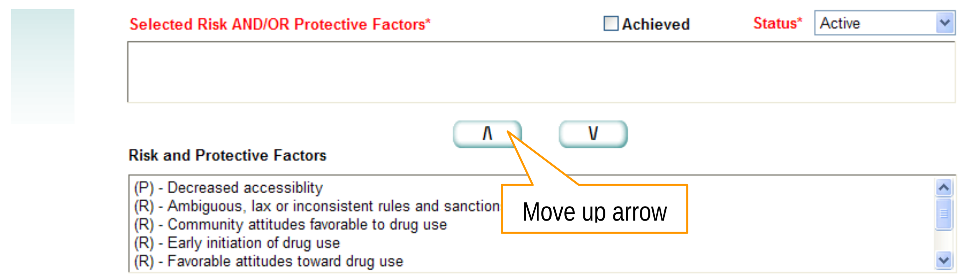
(This is a screenshot of the Inter./ST Outcomes Page.)

7. Using the **Outcome Level** radio buttons, select *Short-term*.
8. Select the **Intermediate Outcome** you want to add the short-term outcome to from the dropdown list.
9. To enter the Outcome, Performance Target, Verification*:
   a. Click on the Launch Builder (**Launch Builder**) button to launch the Builder Utility. (See Using the Builder Utility section for instructions.)
   Or
   b. Enter the outcome directly into the Outcome, Performance Target, Verification* box.
   ***Note:** You may copy and paste into this box.



(This is a partial screenshot of the Short-term Outcomes Page.)

10. The Status* is defaulted to *Active*.
    a. *Active*: currently in use (can be viewed in other screens).
    b. *Inactive*: no longer in use (will not appear on other screens or reports).
11. A list of available factors is in the bottom box labeled **Risk and Protective Factors**. Click on the Risk & Protective Factors identified in your Needs Assessment. You may select as many as you need.
    *Note: Selections for this list are based on those selected in the Choose Targeted Factors section.
    a. Use the ∧ (Move up) arrow to move items from the **Risk and Protective Factors** list to the Selected Risk AND/OR Protective Factors* list.
    b. The Risk and/or Protective Factor(s) you selected will be displayed in the Selected Risk AND/OR Protective Factors* box.
    *Note: To remove a factor, click on the factor in the Selected list, and click the ∨ (Move down) arrow.
12. Click Save (Save) from the left toolbar.
    *Note: Click Cancel (**Cancel**) to quit without saving changes.

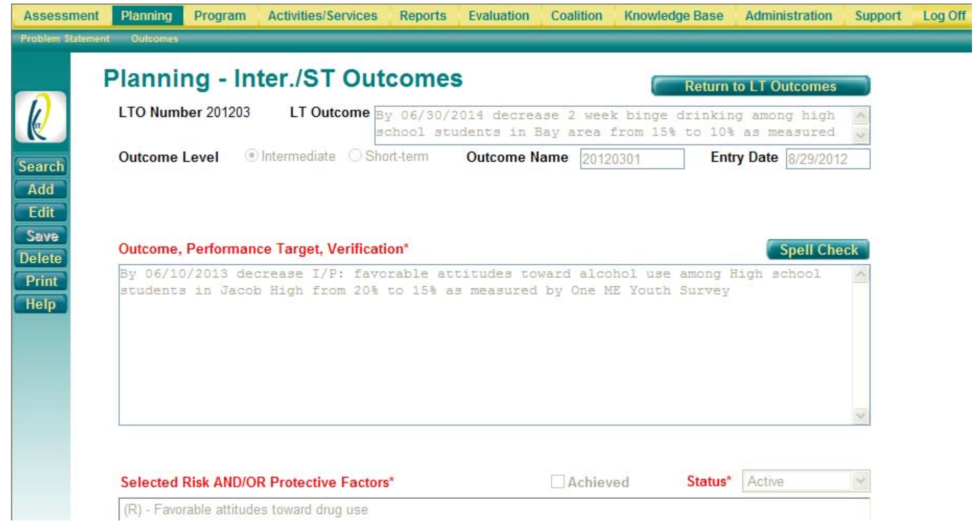


(This is a partial screenshot of the Short-term Outcomes Page.)

***Note:** When this Short-term Outcome has been achieved, select the Achieved (**Achieved**) check box.

Editing a Short-term Outcome

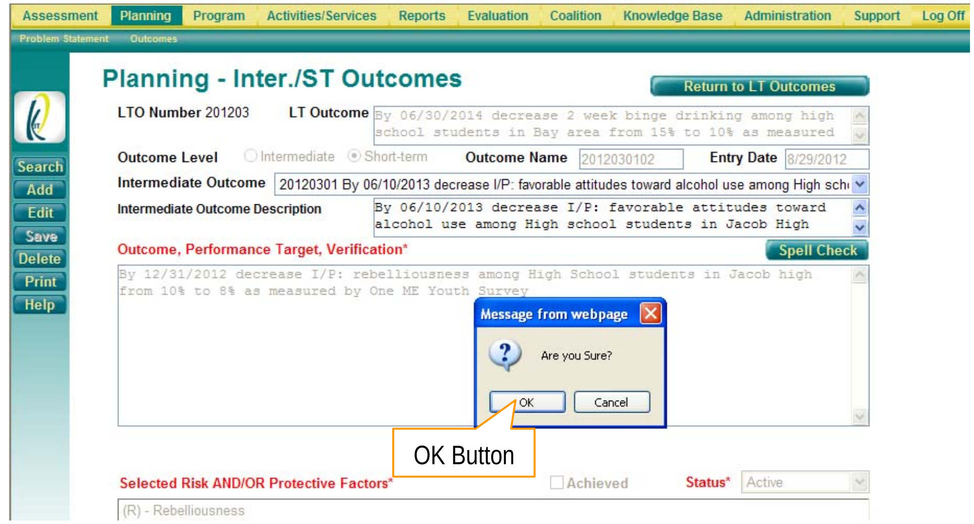
1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click Search (**Search**) from the left toolbar to find the long-term outcome associated with the short outcome you wish to edit. (See [Using the Search Feature] for additional instructions.)
4. Click the Add/Edit/View Int/ST Outcomes (**Add/Edit/View Int/ST Outcomes**) button.
5. Click Search (**Search**) from the left toolbar to locate the outcome you wish to edit.
   *Note: Short-term Outcomes will be 10 characters in length for the Objective Name.
6. Click the Select (**Select**) button to the right of the outcome you wish to edit.
7. Click Edit (**Edit**) from the left toolbar.
8. Make any changes needed to the form.
9. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Outcomes Page.)

Deleting a Short-term Outcome

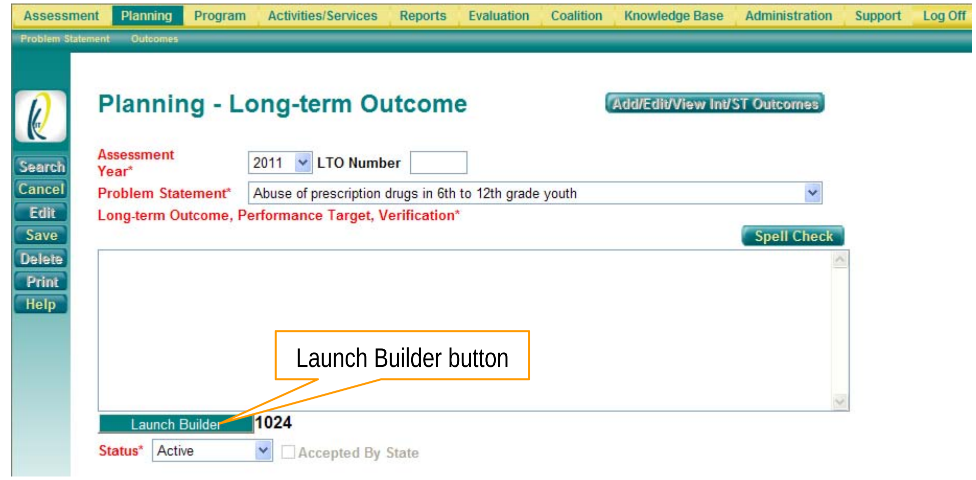
1. Click **Planning** from the main menu.
2. Click **Outcomes** from the submenu.
3. Click Search (**Search**) from the left toolbar to find the long-term outcome associated with the short outcome you wish to edit. (See [Using the Search Feature](#) for additional instructions.)
4. Click the Add/Edit/View Int/ST Outcomes (**Add/Edit/View Int/ST Outcomes**) button.
5. Click Search (**Search**) from the left toolbar to locate the outcome you wish to delete.
   *Note: Short-term Outcomes will be 10 characters in length for the Objective Name.
6. Click the Select (**Select**) button to the right of the outcome you wish to delete.
7. Click Delete (**Delete**) from the left toolbar.
8. You will receive a message asking if you are sure you want to continue with the deletion. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



(This is a screenshot of the Outcomes Page.)

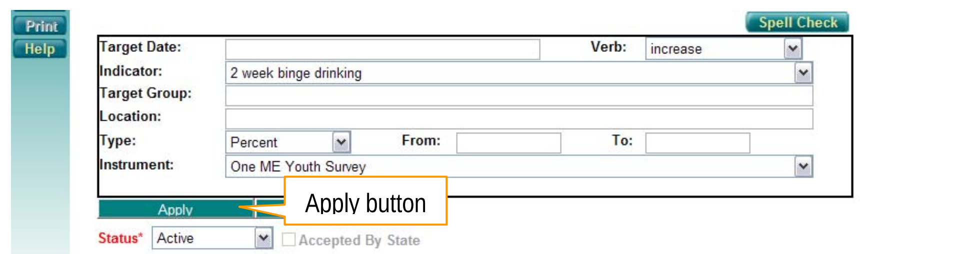
Using the Builder Utility

The Builder Utility makes the process of entering outcome descriptions easier and more accurate.



(This is a screenshot of the Planning – Long term Outcome Add page.)

1. To go to the Builder Utility, click the Launch Builder (**Launch Builder**) button from the Planning – Long Term or Inter./ST Outcomes Edit form.



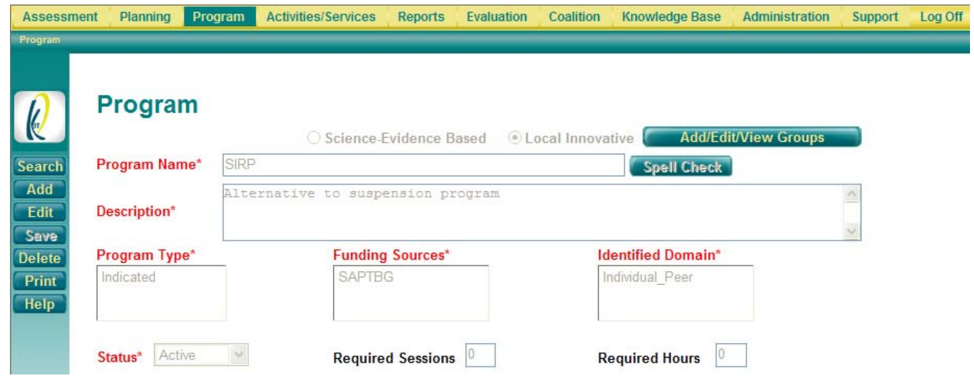
(This is a screenshot of the Builder Utility.)

2. Enter the **Target Date** as mm/dd/yyyy.
3. Select either *increase* or *decrease* from the **Verb** dropdown list.
4. Select the **Indicator** from the dropdown list.
5. Enter the target population in the **Target Group** field.
6. Enter the **Location** that this outcome is targeting.
7. Select either *Percent* or *Mean* from the dropdown list.
8. Insert values for baseline and desired outcome in the **From** and **To** fields.
9. Select the **Instrument** that will be used to measure the outcome from the dropdown list.
   *Note: If an Instrument is not within the list, select *Other* and specify the instrument in the **Other** text box.
10. Click on the Apply (**Apply**) button to turn these choices into an outcome.
    *Note: To exit the Builder Utility, click the Cancel (**Cancel**) button.

PROGRAM

Program

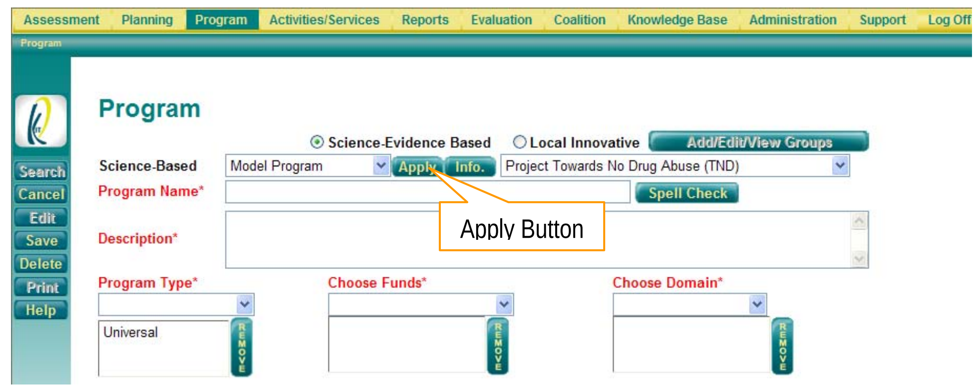
Programs are implemented with the intention that they will result in a specific outcome. The program module allows the user to identify their programs and assign groups to each program.



(This is a partial screenshot of the Program Page.)

Adding a Science-Evidence Based Program

1. Click **Program** from the main menu.
2. Click **Program** from the sub-menu.
3. Click Add (**Add**) from the left toolbar.



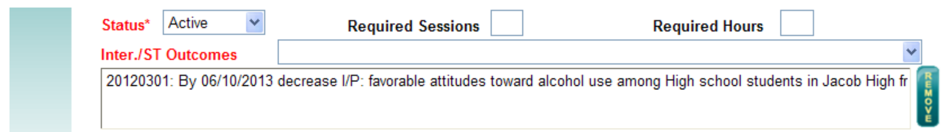
(This is a screenshot of the Program Page.)

4. Select the *Science-Evidence Based* radio button.
5. Select which type of program you want to add (*Model Program*, *Promising Approach*, *Effective Program*) from the **Science-Based** dropdown list.
6. Select the **Program** from the dropdown list.
   *Note: If you want to obtain detailed information about the program, click the Info. (**Info.**) button.
7. Click the Apply (**Apply**) button.
   a. The Program Name* and Description* will be filled in for you.

8. Select the Program Type* from the dropdown list. You can select multiple entries for the **Program Type**.
*Note: Once a program type is selected, it will appear in the box directly below the Program Type*dropdown list.
9. Select the funding source from the Choose Funds* dropdown list. You can select multiple entries for the **Funds.**
Note: Once a funding source is selected, it will appear in the box directly below the Choose Funds dropdown list.
10. Select the domain from the Choose Domain* dropdown list. You can select multiple entries for the **Domain.**
Note: Once a domain is selected, it will appear in the box directly below the Choose Domain dropdown list.

(This is a partial screenshot of the Program Page.)

11. The Status* is defaulted to *Active*.
    a. *Active*: currently in use (can be viewed in other screens).
    b. *Inactive*: no longer in use (will not appear on other screens or reports).
12. If desired, enter in the **Required Sessions** (required number of sessions).
13. If desired, enter in the **Required Hours** (required number of hours).
*Note: This is the total number of hours for the **program**, not the session.
14. Select the Inter./ST Outcomes* from the dropdown list to link to this program. You can select multiple entries for the **Outcomes***.
Note: Once an outcome is selected, it will appear in the box directly below the Outcomes dropdown list.

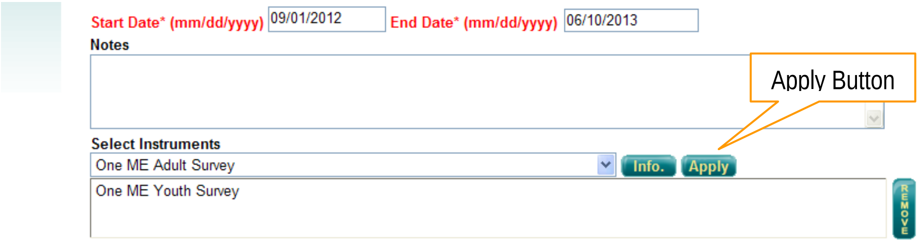


(This is a partial screenshot of the Program Page.)

15. Enter the Start Date* and End Date* for the program as mm/dd/yyyy.
Note: If you are unsure of the Start Date and/or End Date*, enter the beginning and ending date of the fiscal year.

16. If desired, fill in the **Notes** box if you wish to enhance the pre-populated description of a Science-Based program.

17. Select the survey instrument from the **Select Instruments** dropdown list. You can select multiple entries for the **survey**.
*Note: The **Select Instruments** options found in the dropdown list are based upon the **Choose Domain** selection.
    a. Click the **Apply** (**Apply**) button.
    b. The instrument will appear in the box directly below the **Select Instrument** dropdown list.



(This is a partial screenshot of the Program Page.)

18. Click **Save** (**Save**) from the left toolbar.
*Note: Click **Cancel** (**Cancel**) to quit without saving changes.

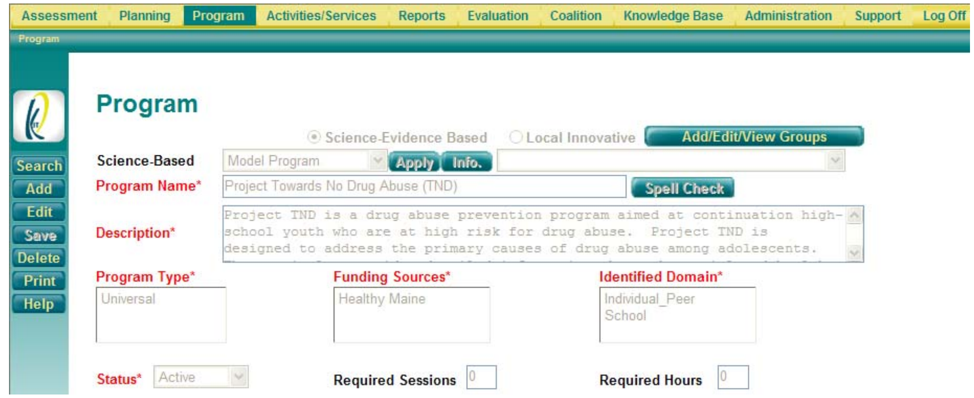
*Note: You will now have to register a group for the program. Click the **Add/Edit/View Groups** (**Add/Edit/View Groups**) button. For more instructions on registering a group, see Adding a Group to a Program. (Follow steps 4-9.)

Tips

- To remove a program type, funding source, domain, outcome, or instrument from the selected box, click on the item and then click the **Remove** button to return it to the dropdown list.
- If you will be doing Assessments for participants, you must select an **Instrument**.

Adding a Local Innovative Program

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. Click Add (**Add**) from the left toolbar.

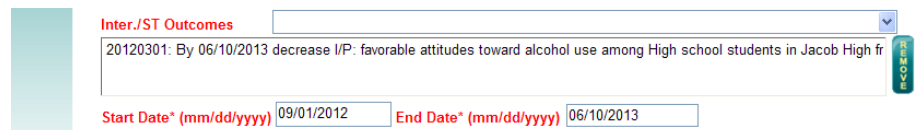


(This is a partial screenshot of the Program Page.)

4. Select **Local Innovative** as your program type by clicking the radio button.
5. Enter the name of the program in the Program Name* field.
6. Enter in the description of the program in the Description* field.
7. Select the Program Type* from the dropdown list. You can select multiple entries for the **Program Type.**
   *Note: Once a program type is selected, it will appear in the box directly below the Program Type*dropdown list.
8. Select the funding source from the Choose Funds* dropdown list. You can select multiple entries for the **Funds.**
   Note: Once a funding source is selected, it will appear in the box directly below the Choose Funds dropdown list.
9. Select the domain from the Choose Domain* dropdown list. You can select multiple entries for the **Domain.**
   Note: Once a domain is selected, it will appear in the box directly below the Choose Domain dropdown list.

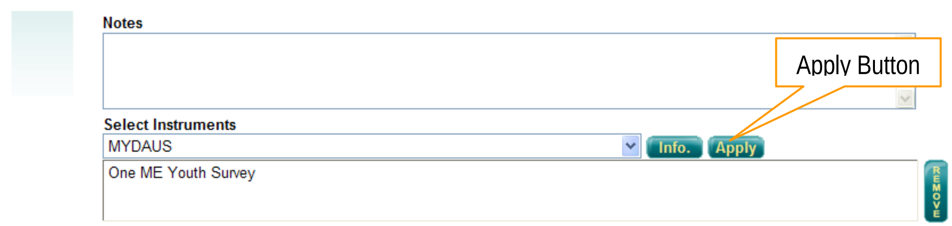
(This is a partial screenshot of the Program Page.)

10. The Status* is defaulted to *Active*.
    a. *Active*: currently in use (can be viewed in other screens).
    b. *Inactive*: no longer in use (will not appear on other screens or reports).
11. If desired, enter in the **Required Sessions** (required number of sessions).
12. If desired, enter in the **Required Hours** (required number of hours).
    *Note: This is the total number of hours for the **program**, not the session.
13. Select the Inter./ST Outcomes* from the dropdown list to link to this program. You can select multiple entries for the **Outcomes***.
    Note: Once an outcome is selected, it will appear in the box directly below the Outcomes dropdown list.
14. Enter the Start Date* and End Date* for the program as mm/dd/yyyy.
    Note: If you are unsure of the Start Date and/or End Date*, enter the beginning and ending date of the fiscal year.



(This is a partial screenshot of the Program Page.)

15. If desired, fill in the **Notes** box if you wish to add additional information regarding this program.
16. Select the survey instrument from the **Select Instruments** dropdown list. You can select multiple entries for the **survey**.
    *Note: The **Select Instruments** options found in the dropdown list are based upon the **Choose Domain** selection.
17. Click the Apply (**Apply**) button.
    a. The instrument will appear in the box directly below the **Select Instrument** dropdown list.
18. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a partial screenshot of the Program Page.)

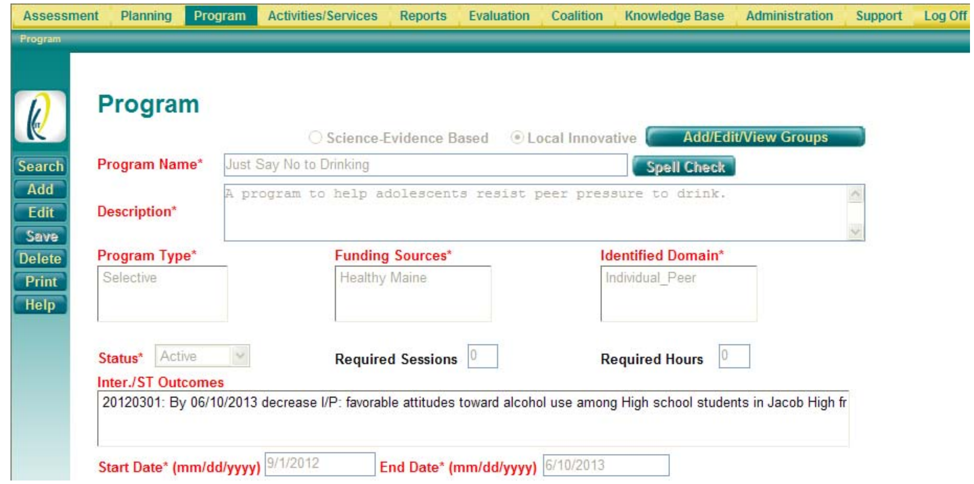
*Note: You will now have to register a group for the program. Click the Add/Edit/View Groups (**Add/Edit/View Groups**) button. For more instructions on registering a group, see [Adding a Group to a Program](). (Follow steps 4-9.)

Tips

- To remove a program type, funding source, domain, outcome, or instrument from the selected box, click on the item and then click the **Remove** button to return it to the dropdown list.
- If you will be doing Assessments for participants, you must select an **Instrument**.

Editing a Program

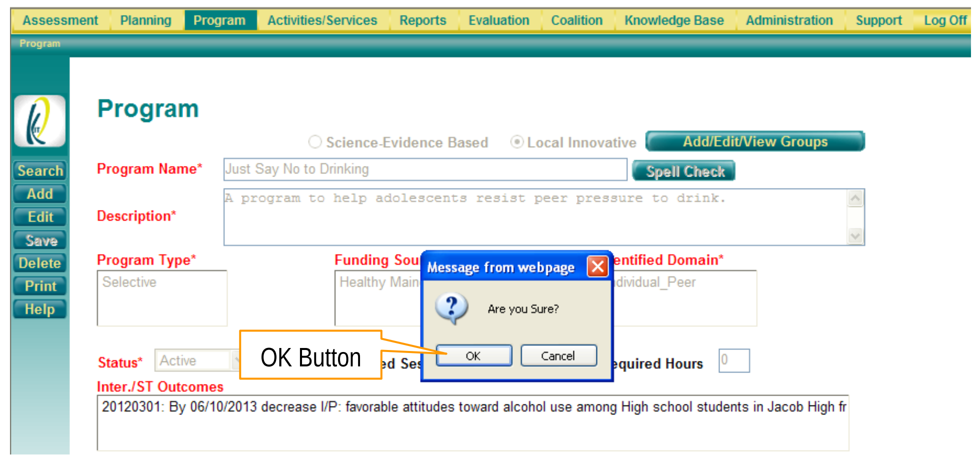
1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. Click Search (**Search**) from the left toolbar to locate the program you wish to edit. (See Using the Search Feature section for additional details.)
4. Click the Select (**Select**) button to the right of the program you wish to edit.
5. Click Edit (**Edit**) from the left toolbar.
6. Make any changes needed to the form.
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a partial screenshot of the Program Page.)

Deleting a Program

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. Click Search (**Search**) from the left toolbar to locate the program you wish to delete. (See Using the Search Feature section for additional details.)
4. Click the Select (**Select**) button to the right of the program you wish to delete.
5. Click Delete (**Delete**) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



(This is a partial screenshot of the Program Page.)

Tips

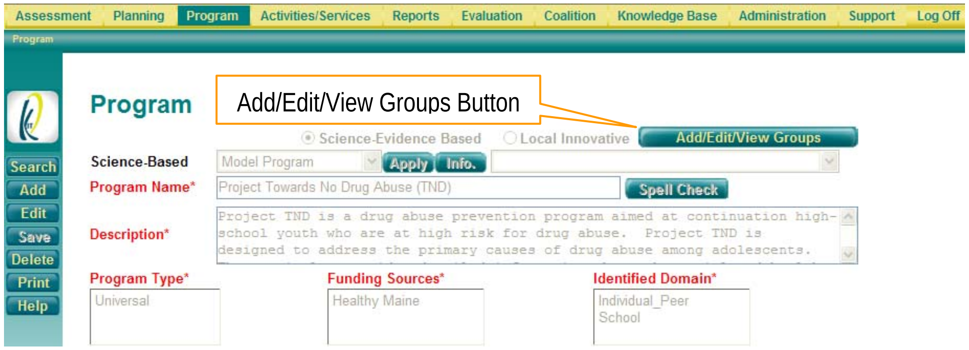
- You cannot delete a program if Groups have been associated with it. Set the **Status** to *Inactive*.

Groups

Groups are created for programs that have Recurring or Multiple Classroom services. Groups can be identified by participants or by demographics. Groups with recurring events are assigned participants so that attendance can be tracked. Groups with multiple classroom events can be identified as either participant groups (allowing attendance to be tracked) or as demographic groups.
Groups are created for programs that have Recurring or Multiple Classroom services.

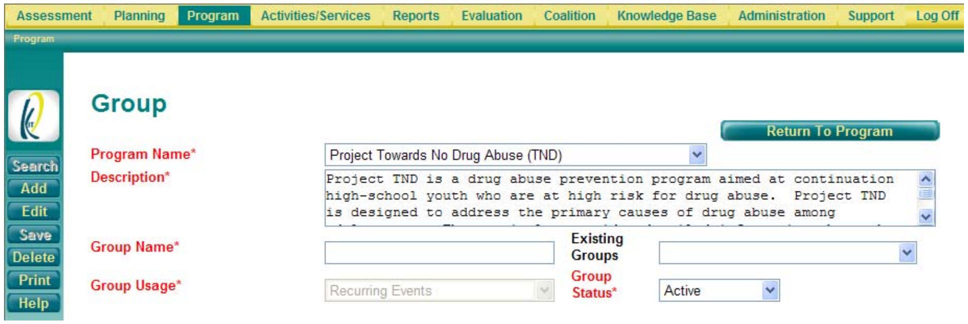
Adding a Group to a Program

1. Click **Program** from the main menu.
2. Click **Program** from the sub-menu.
3. Click Search (**Search**) from the left toolbar to find the appropriate program that you want to add a group to. (See Using the Search Feature for additional instructions.)
4. Click the Add/Edit/View Groups (**Add/Edit/View Groups**) button.



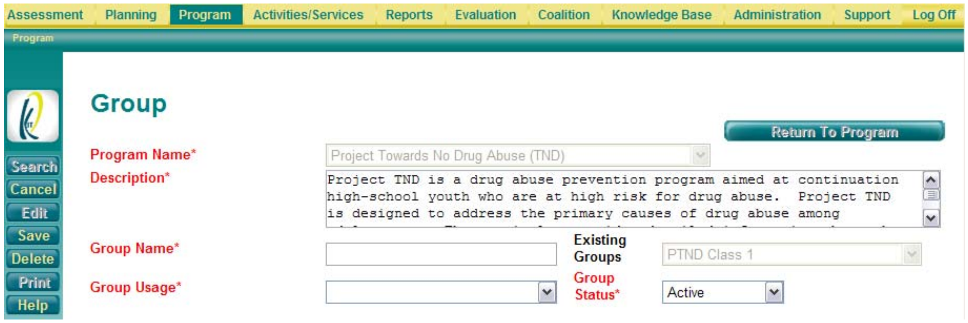
(This is a partial screenshot of the Program Page.)

5. Click Add (**Add**) from the left toolbar.



(This is a partial screenshot of the Group Page.)

6. Enter a name for the group in the Group Name* field.
7. Select whether the group is for *Recurring Events* or *Multi-Classroom Events* from the Group Usage* dropdown list.
8. The Group Status* is defaulted to *Active*.
    a. *Active*: currently in use (can be viewed in other screens).
    b. *Inactive*: no longer in use (will not appear on other screens or reports).
9. Select the participants if the group is *Recurring* or enter the group demographics if the group is *Multi-Classroom*.
   *Note: For directions on selecting participants and entering group demographics, see Entering Group Details. If participants have not been registered yet, see Adding a Participant.
10. Click **Save** (Save) from the left toolbar.
    *Note: Click **Cancel** (Cancel) to quit without saving changes.



Tips

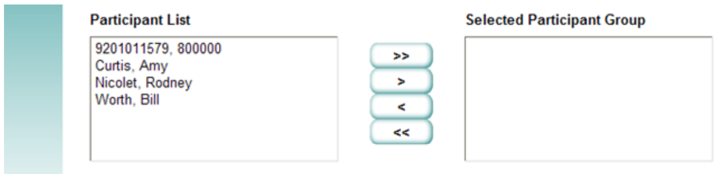
- Determine a unique naming structure for the group names prior to data entry to ensure consistency.

Entering Group Details

Entering group details consists of adding individual participants or participant demographic information to a group.

<u>Adding Participants to a Group</u>

1. From the Add or Edit page for the appropriate group, assign the participant to the group by selecting the participant from the **Participant List**. If desired, hold down the CTRL (**Control**) key on your keyboard to select more than one.
    a. Use the > button to move the highlighted participant(s) to the **Selected Participant Group** box. (See the table below for a summary of the button functions.)
    b. The participant(s) will be displayed in the **Selected Participant Group** box.
        i. If you want to remove a participant from the group, click on the participant in the **Selected Program Group** box and click the < button.
2. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) to quit without saving changes.



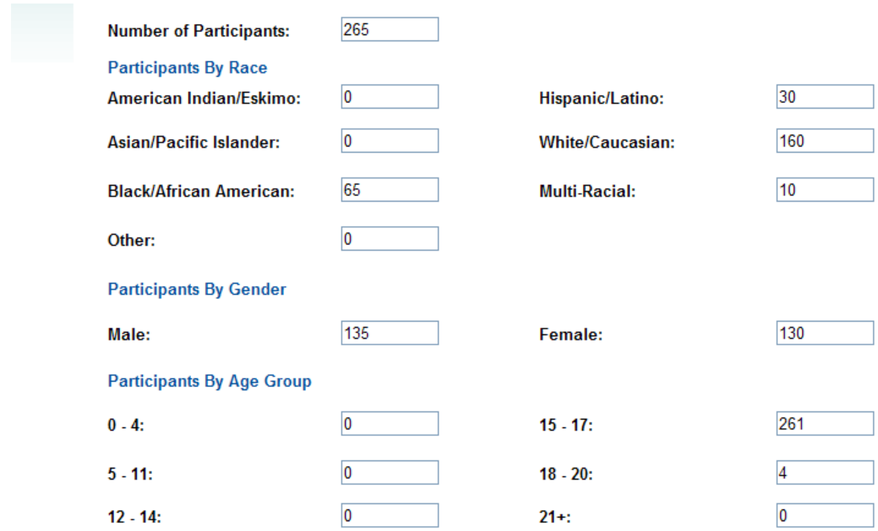
(This is a partial screenshot of the Group Page.)

The following table summarizes the arrow buttons:

Button	Function
>>	Moves all participants from the **Participant List** to the **Selected Participant Group** List.
>	Moves only the selected participant from the **Participant List** to the **Selected Participant Group** List.
<<	Moves all participants from the **Selected Participant Group** List to the **Participant List**.
<	Moves only the selected participant from the **Selected Participant Group** List to the **Participant List**.

Adding Demographics to a Group

1. From the Add or Edit page for the appropriate group, enter the estimated total **Number of Participants** for this group.
2. Enter the number of **Participants By Race** in the appropriate categories.
3. Enter the number of **Participants By Gender** in the appropriate categories.
4. Enter the number of **Participants By Age Group** in the appropriate categories.
5. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



Number of Participants:	265		
Participants By Race			
American Indian/Eskimo:	0	**Hispanic/Latino:**	30
Asian/Pacific Islander:	0	**White/Caucasian:**	160
Black/African American:	65	**Multi-Racial:**	10
Other:	0		
Participants By Gender			
Male:	135	**Female:**	130
Participants By Age Group			
0 - 4:	0	**15 - 17:**	261
5 - 11:	0	**18 - 20:**	4
12 - 14:	0	**21+:**	0

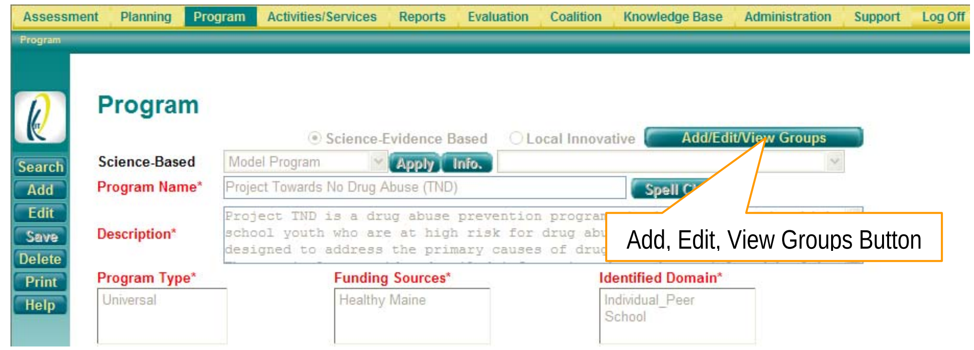
(This is a partial screenshot of the Group Page.)

Tips

- All subcategories (e.g., Participants By Race) MUST be equal to the total **Number of Participants**.
- Remember, this is an <u>estimation</u> of the number of participants in the group. The number may increase or decrease once sessions begin. The <u>actual</u> number of participants per session will be noted in the Multiple-Classroom screen in the **Count** field.

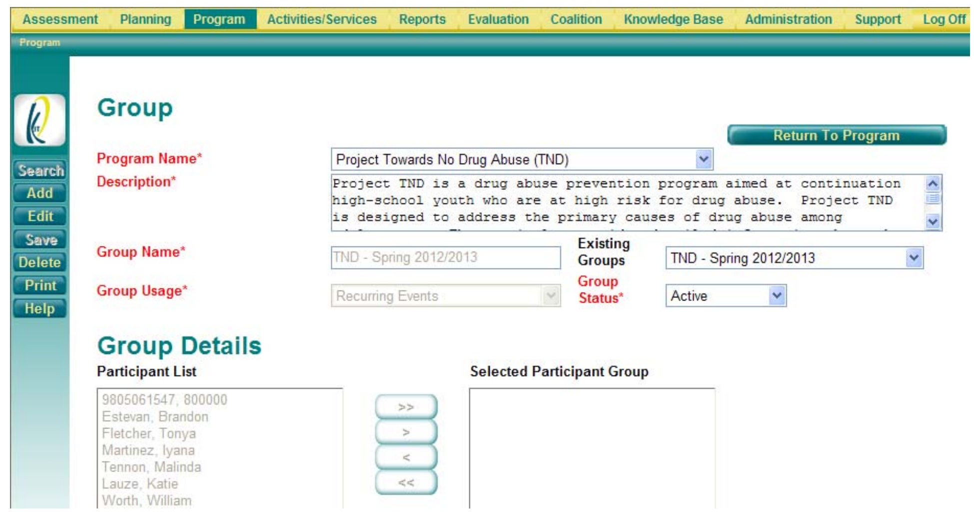
Editing a Group

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. Click Search (**Search**) from the left toolbar to find the program associated with the group you wish to edit. (See Using the Search Feature for additional instructions.)
4. Click Add/Edit/View Groups (**Add/Edit/View Groups**) button.



(This is a partial screenshot of the Program Page.)

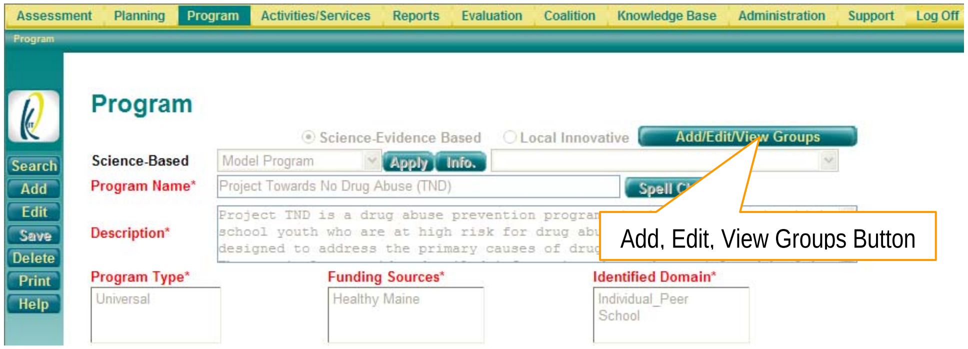
5. Select the group that needs editing from the **Existing Groups** dropdown list.
6. Click Edit (**Edit**) from the left toolbar.
7. Make any changes needed to the form.
8. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a partial screenshot of the Group Page.)

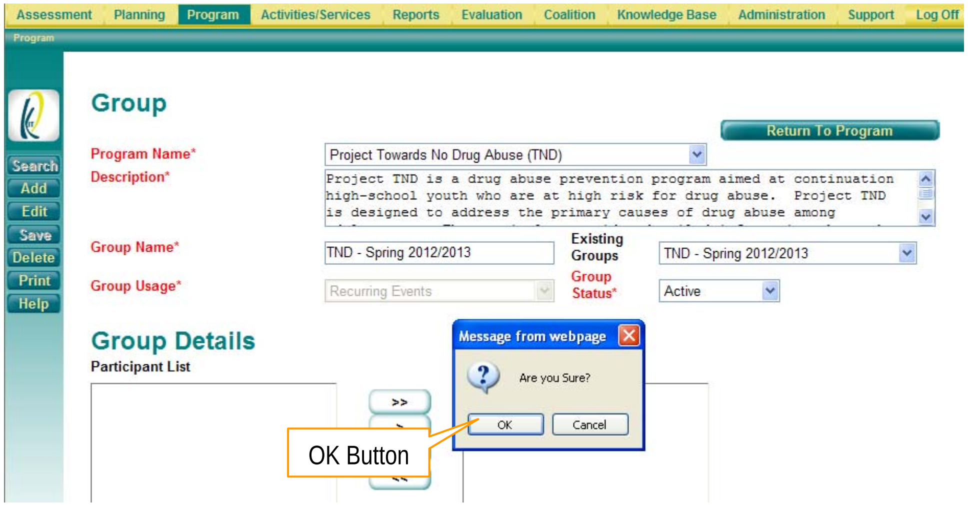
Deleting a Group

1. Click **Program** from the main menu.
2. Click **Program** from the submenu.
3. Click Search (**Search**) from the left toolbar to find the program associated with the group you wish to delete. (See Using the Search Feature for additional instructions.)
4. Click Add/Edit/View Groups (**Add/Edit/View Groups**) button.



(This is a partial screenshot of the Program Page.)

5. Select the group that needs deleting from the **Existing Groups** dropdown list.
6. Click Delete (**Delete**) from the left toolbar.
7. You will receive a message asking if you are sure you want to continue with the deletion. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



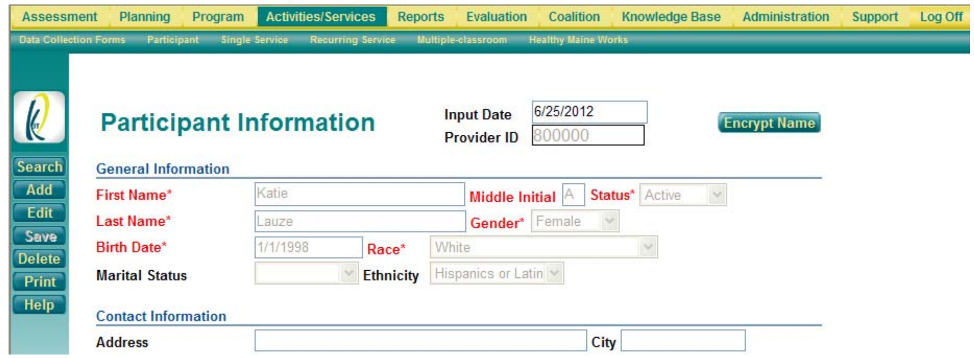
(This is a partial screenshot of the Group Page.)

Participant

The Participant module allows you to identify participants for tracking individual attendance for a recurring service.

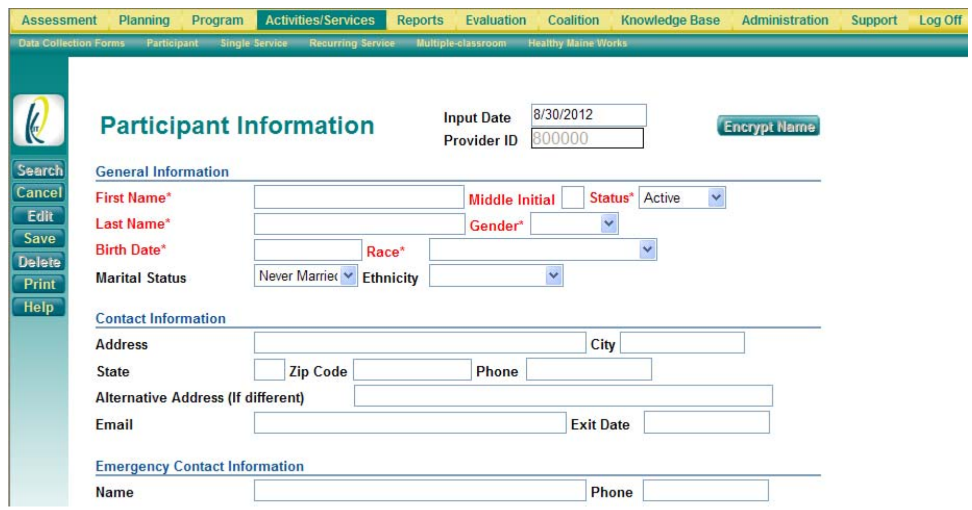
Adding a Participant

1. Click **Activities/Services** from the main menu.
2. Click **Participant** from the submenu.
3. Click **Add** (**Add**) from the left toolbar.



(This is a partial screenshot of the Participant Page.)

4. Enter the participant's First Name*.
5. Enter the participant's Middle Initial.
   *Note: If no middle name is known, use "X"
6. Enter the participant's Last Name*.
7. The Status* is defaulted to *Active*.
   a. *Active*: currently in use (can be viewed in other screens).
   b. *Inactive*: no longer in use (will not appear on other screens or reports).
8. Select the participant's Gender* from the dropdown list.
9. Enter the participant's Birth Date* as mm/dd/yyyy.
10. Select the participant's Race* from the dropdown list.
    *Note: If you chose *Other* in the **Race** field, enter a specific description of the participant's race in the Other Race field.
11. If known, enter the participant's **Contact Information** and **Emergency Contact Information**.



(This is a partial screenshot of the Participant Page.)

12. Assign the participant to a program-group by clicking on appropriate program-group. If desired, hold down the Ctrl (**Control**) key to select more than one.
    a. Use the ∧ (**Move up**) arrow to move the highlighted program-group up to the **Assigned Program-Groups** box.
    b. The Program-Group you selected will be displayed in the **Assigned Program-Groups** box.
        i. If you want to remove a program-group from the **Assigned** list, click on the program-group in the **Assigned** list, and click the ∨ (**Move down**) arrow.
13. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) to quit without saving changes.

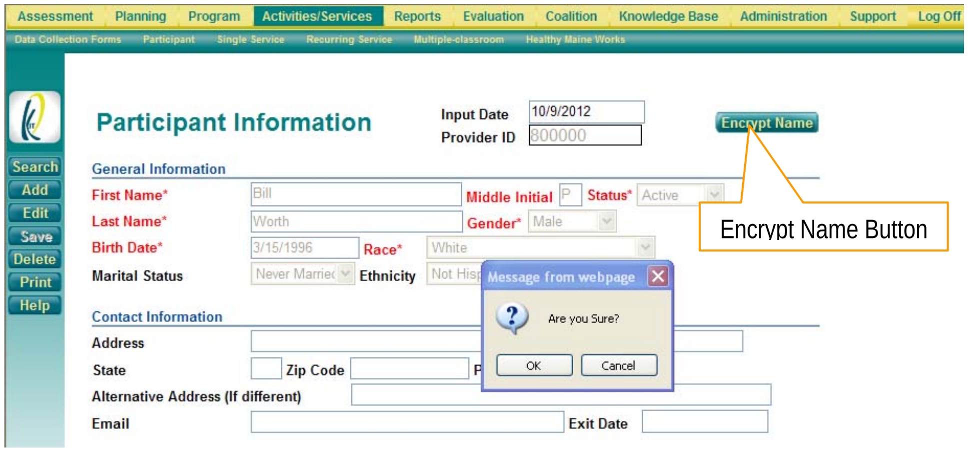
(This is a partial screenshot of the Participant Page.)

Encrypting a Client Name

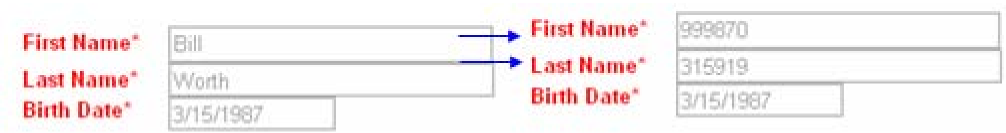
An "Encrypted ID" feature in the Participant Information Screen allows participants to be tracked in KIT Prevention via an "Encrypted Id", rather than by their name and birth date. This is an avenue to track participants who refuse to release their name, birth date, or both. This also ensures confidentiality throughout the application.

*Note: After saving a participant, the Encrypt Name (Encrypt Name) button becomes active.

1. Click the Encrypt Name (Encrypt Name) button.
   a. You will be prompted with a message asking if you are sure.
   b. Click OK (OK) to continue with the encryption.
      *Note: Click Cancel (Cancel) to cancel the encryption.
2. The participant's name will be replaced with a randomly generated number to ensure confidentiality.
   *Note: Encryption CANNOT be undone.



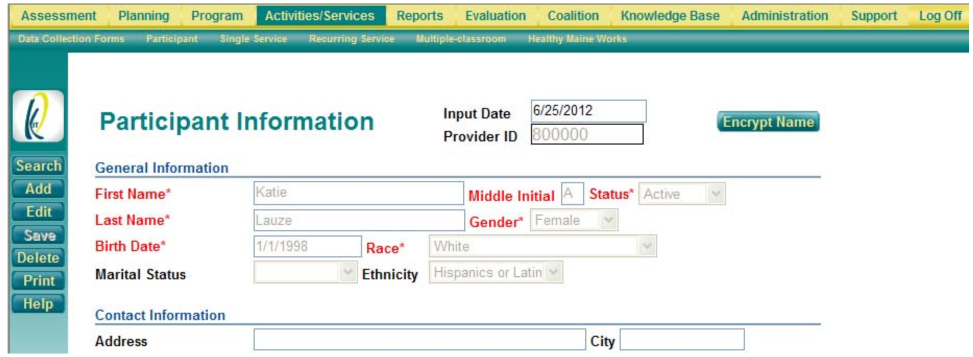
(This is a partial screenshot of the Participant Page.)



*Note: Notice the name "Bill Worth" has been changed to "999870 315919"

Editing a Participant

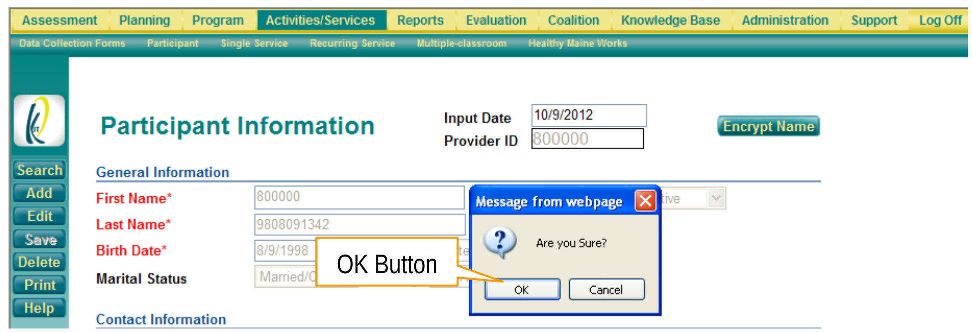
1. Click **Activities/Services** from the main menu.
2. Click **Participant** from the submenu.
3. Click Search (**Search**) from the left toolbar to locate the participant you wish to edit. (See [Using the Search Feature](#) section for additional details.)
4. Click the Select (**Select**) button to the right of the participant you wish to edit.
5. Click Edit (**Edit**) from the left toolbar.
6. Make any changes needed to the form.
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a partial screenshot of the Participant Information Page.)

Deleting a Participant

1. Click **Activities/Services** from the main menu.
2. Click **Participant** from the submenu.
3. Click Search (**Search**) from the left toolbar to locate the participant you wish to delete. (See [Using the Search Feature](#) section for additional details.)
4. Click the Select (**Select**) button to the right of the participant you wish to delete.
5. Click Delete (**Delete**) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



(This is a partial screenshot of the Participant Information Page.)

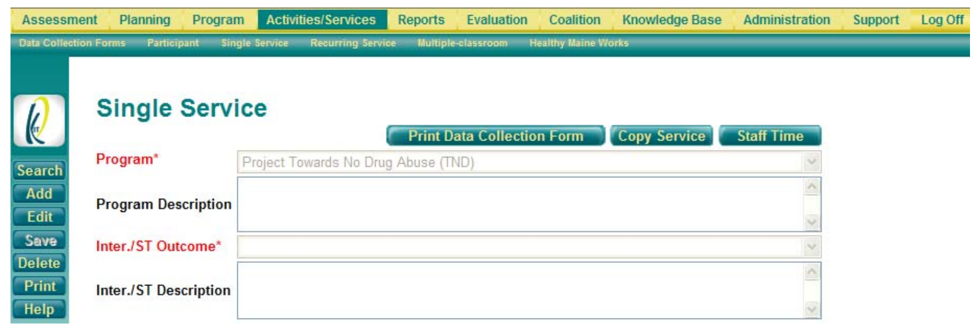
Single Service Activity

Single Services are one-time prevention activities that may or may not be based upon theory and/or empirical evidence of a prevention effect. One-time prevention services include annual events like Red Ribbon Day, school assemblies, health fairs, etc. and may or may not be replicable across settings.

The KIT Prevention Service tracks single events differently than recurring events and multiple classroom events. The distinction is based on the participants. A single event, even if it is the same curriculum, involves different participants. Recurring events involve the same set of participants through multiple sessions (e.g. a parenting class series). A multiple-classroom event is comprised of a single event happening at multiple locations and therefore different participants (e.g. drug prevention assemblies at different school buildings).

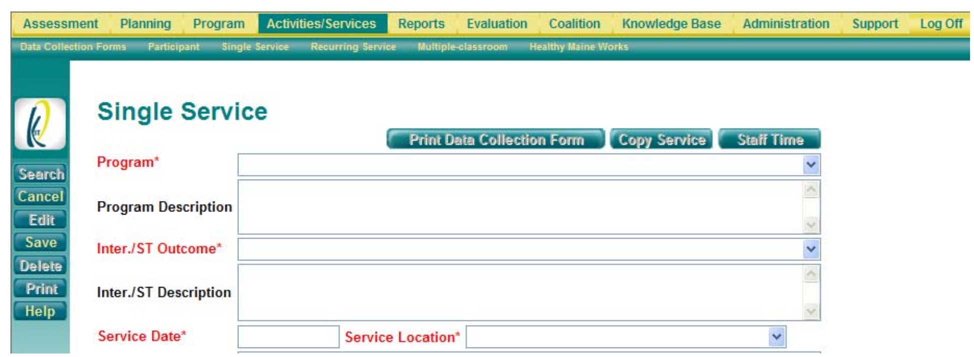
Adding a Single Service

1. Click **Activities/Services** from the main menu.
2. Click **Single Service** from the submenu.
3. Click Add (**Add**) from the left toolbar.



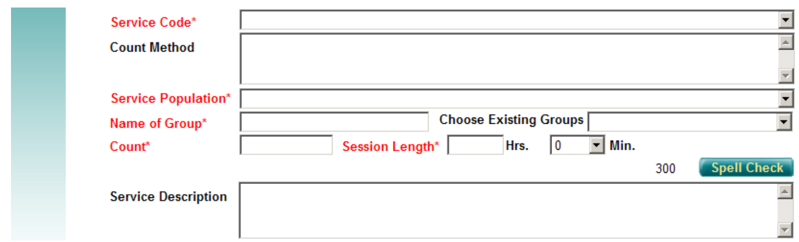
(This is a partial screenshot of the Single Service Page.)

4. Select the appropriate Program* from the dropdown list.
   *Note: All of the programs that have been entered for your organization will be listed in the dropdown list.
   a. The **Program Description** will fill in automatically for you.
5. Select the appropriate Inter./ST Outcome* from the dropdown list.
   Note: Inter./ST Outcome and **Inter./ST Outcome Description** are filled in automatically based on the program that was selected.
   a. The **Inter./ST Description** will fill in automatically for you.
6. Enter the date of the event in the Service Date* field as mm/dd/yyyy.
7. Select a Service Location* from the dropdown list to indicate what county the event took place.
   *Note: Use the best fit if multiple locations are served by this one event.



This is a partial screenshot of the Single Service Page.)

8. Select a Service Code* from the dropdown list.
   *Note: If you are unsure of which Service Code to select, select the one that best represents the activity.
    a. The **Count Method** will be filled in automatically for you based off of the Service Code* selected.
       Note: The Service Code dictates the method of counting required; this will be specified in the **Count Method** field. Depending on the service code, different counts will be required. For example: A Health Fair counts the number of attendees not the actual count of people that visited your booth.
9. Select the appropriate Service Population* from the dropdown list.
10. Enter in a descriptive name that identifies the group served in the Name of Group* field.
    *Note: After the initial entry of the **Name of Group** it will appear in the **Choose Existing Groups** to be used at a later date.
11. Fill in the Count* field with the appropriate number of attendees or other measure specified by the **Service Code/Count Method.**
12. Enter the amount of time the event lasted in the Session Length* fields.
    *Note: You may leave a zero in one of the fields, but at least one of the fields must have an amount higher than zero.
    a. Enter an amount in the **Hrs.** (hours) field.
    b. Select any **Min.** (minutes) from the dropdown list.
13. If desired, enter a description of the event in the **Service Description** field.
14. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a partial screenshot of the Single Service Page.)

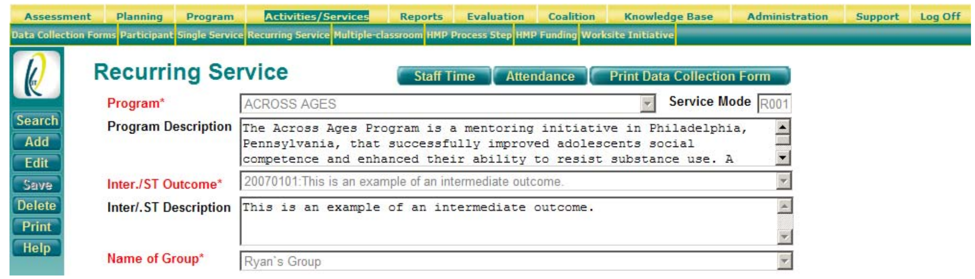
*Note: You must now enter your staff time! See Entering Staff Service Time for help.

Recurring Services

The Recurring Service module allows you to enter an event that is delivered more than one time to the same set of participants (e.g. a parenting class series).

Adding a Recurring Service

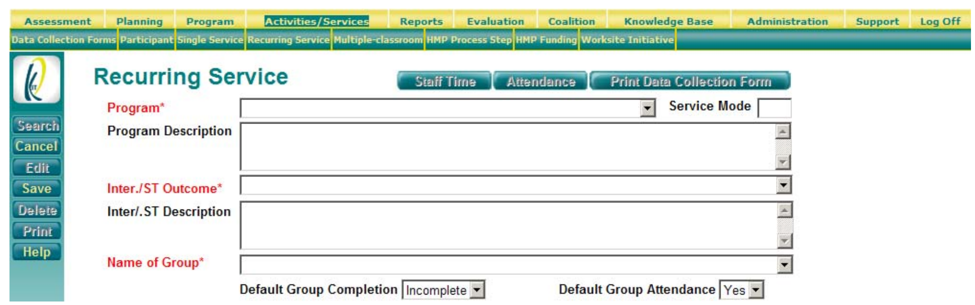
1. Click **Activities/Services** from the main menu.
2. Click **Recurring Service** from the submenu.
3. Click **Add** (**Add**) from the left toolbar.



(This is a partial screenshot of the Recurring Service Page.)

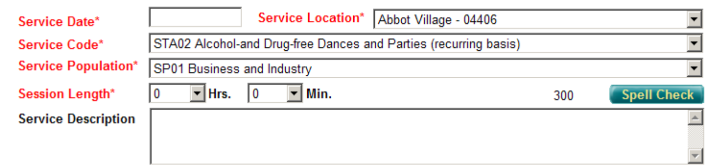
4. Select the appropriate Program* from the dropdown list.
   *Note: All of the programs that have been entered for your organization will be listed in the dropdown list.
   a. The **Program Description** will fill in automatically for you.
5. Select the appropriate Inter./ST Outcome* from the dropdown list.
   Note: Inter./ST Outcome and **Inter./ST Outcome Description** are filled in automatically based on the program that was selected.
   a. The **Inter./ST Description** will fill in automatically for you.

6. Select the Name of Group* from the dropdown list.
   *Note: The **Name of Group** was created in the Program module.
   a. The **Default Group Completion** field is defaulted to ***Incomplete***.
      i. *Incomplete*: group is still occurring and future attendance expected
      ii. *Complete*: group attendance is complete; no future attendance expected
      iii. *Withdrew*: participants are no longer in the group
   b. The **Default Group Attendance** is defaulted to *Yes* indicating that all participants are in attendance.
   *Note: Select *No* if no participants for this group are in attendance.



(This is a partial screenshot of the Recurring Service Page.)

7. Enter the date of the event in the Service Date* field as mm/dd/yyyy.
8. Select a Service Location* from the dropdown list to indicate what county the event took place.
   *Note: Use the best fit if multiple locations are served by this one event.
9. Select a Service Code* from the dropdown list.
   *Note: If you are unsure of which Service Code to select, select the one that best represents the activity.
10. Select the appropriate Service Population* from the dropdown list.
11. Select the Session Length* for the number of hours (Hrs.) and/or minutes (Min.) the event lasted from the **Hrs.** and **Min.** dropdown lists.
12. If desired, enter a description of the event in the **Service Description** field.
13. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a partial screenshot of the Recurring Service Page.)

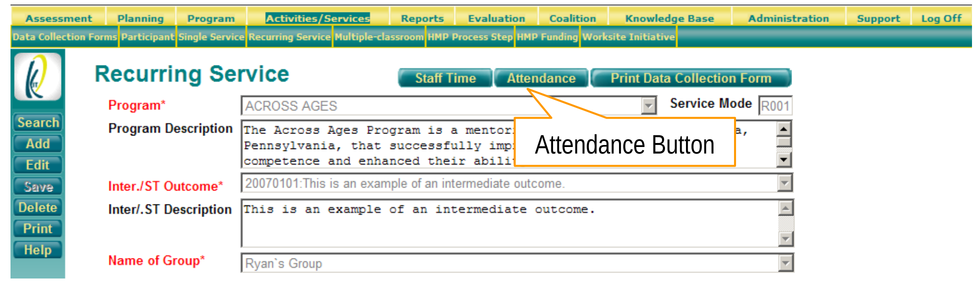
*Note: You must now enter your staff time! See Entering Staff Serivce Time for help.

Tips

- **Service Mode** R001 The **Service Mode** field is used to indicate the number of sessions per group. The number is set to *R001* for the first session and will automatically increment with each additional session.

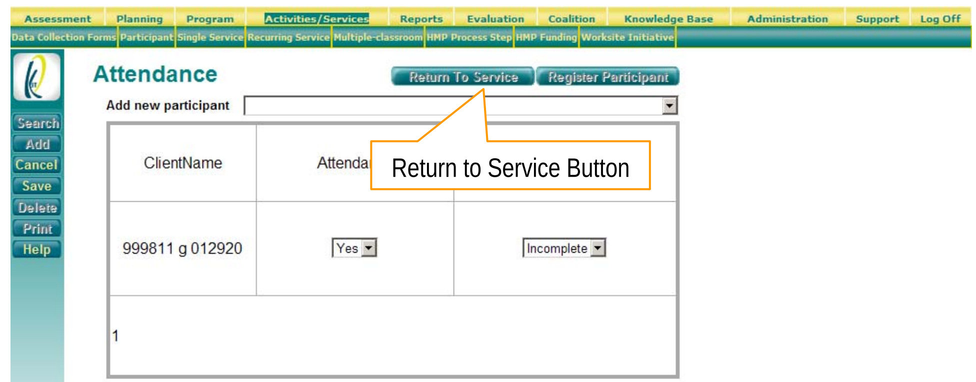
Entering Attendance Information

After saving a Recurring Service, the Attendance (**Attendance**) button becomes active allowing you to keep track of participant attendance.



(This is a partial screenshot of the Recurring Service Page.)

1. After clicking Save (**Save**) for an event, click the Attendance (**Attendance**) button.



(This is a screenshot of the Attendance Page.)

2. Click Edit (**Edit**) from the left toolbar.
3. Adjust the attendance for the participant by selecting the appropriate choice in the dropdown lists.
    a. **Attendance**: *Yes* or *No*; was this participant present?
       *Note: Your participants will all be defaulted to *Yes* for attendance.
    b. **Completion**: Status of this participant in the program.
        i. Incomplete: future attendance is expected (default).
        ii. Complete: program attendance complete, no future attendance is expected.
        iii. Withdrawal: no longer in the program, left before the sessions were complete.
4. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.
5. Click the Return To Service (**Return To Service**) button to return to the event.

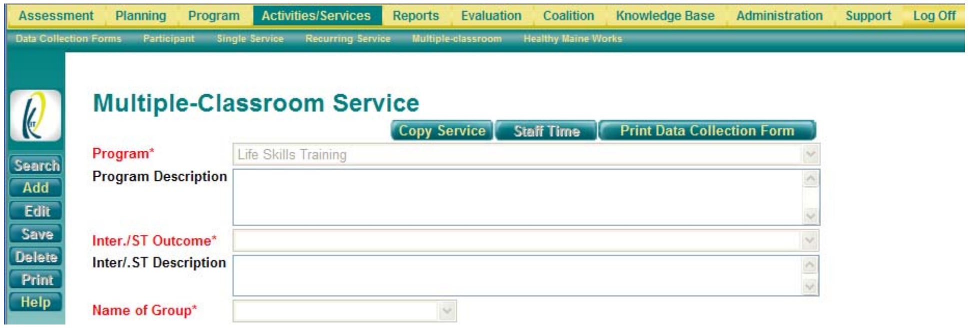
Tips

- If your group has more than 10 participants, there will be more than one page of clients. In the lower left hand corner of the table with the participants names will be a small number 1, 2, 3, etc. depending on the amount of pages. Click on the blue numbers to change to that page number.

***Note**: If you need to register a new participant for this group after the sessions have already begun, you can select the Register Participant (**Register Participant**) button in the Participant Attendance screen. This will take you to the Participant Registration screen. Fill in all information needed to register this participant. The Program-Group will already be assigned to this participant. Once all information is filled in, select **Return**. You will be returned to the Attendance screen. Your participant has not been added to the attendance list yet. Select the participant from the **Add New Participant** dropdown list. Your participant is now added to the Attendance list. To edit the participant's attendance, see the above steps.

Multiple-Classroom Service

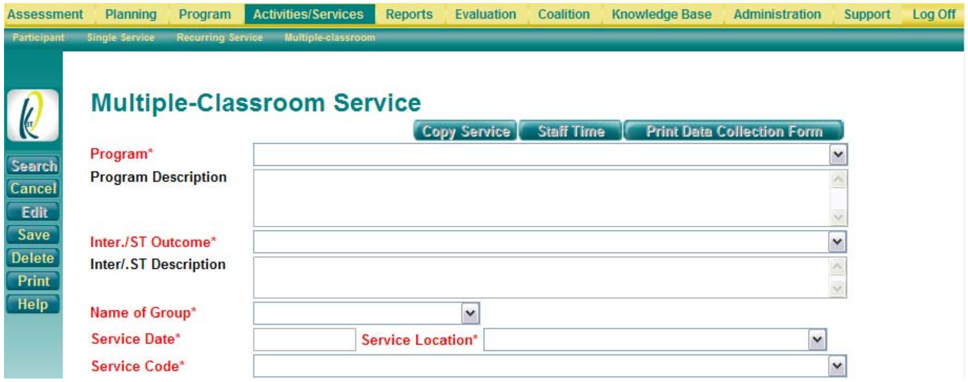
A multiple-classroom service is comprised of a single event happening at multiple locations (e.g. drug prevention assemblies at different school buildings) but the demographics are tracked.



(This is a partial screenshot of the Multiple Classroom Service Page.)

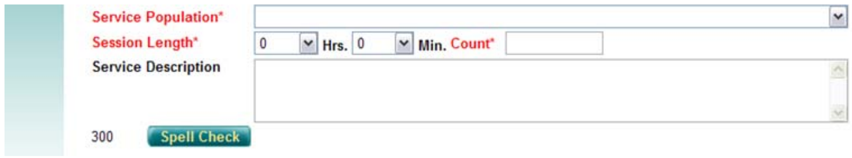
Adding a Multiple-Classroom Service

1. Click **Activities/Services** from the main menu.
2. Click **Multiple-classroom** from the submenu.
3. Click Add (**Add**) from the left toolbar.
4. Select the appropriate Program* from the dropdown list.
   ***Note:** All of the programs that have been entered for your organization will be listed in the dropdown list.
   a. The **Program Description** will fill in automatically for you.
5. Select the appropriate Objective* from the dropdown list.
   Note: Objective and **Description** are filled in automatically based on the program that was selected.
   a. The **Description** will fill in automatically for you.
6. Select the Name of Group* from the dropdown list.
   ***Note:** The **Name of Group** was created in the Program module.
7. Enter the date of the event in the Service Date* field as mm/dd/yyyy.
8. Select a Service Location* from the dropdown list to indicate what county the event took place.
   *Note: Use the best fit if multiple locations are served by this one event.
9. Select a Service Code* from the dropdown list.
   *Note: If you are unsure of which Service Code to select, select the one that best represents the activity.



(This is a partial screenshot of the Multiple Classroom Service Page.)

10. Select the appropriate Service Population* from the dropdown list.
11. Select the Session Length* for the number of hours (Hrs.) and/or minutes (Min.) the event lasted from the **Hrs.** and **Min.** dropdown lists.
12. Fill in the Count* field with the appropriate number of attendees.
13. If desired, enter a description of the event in the **Service Description** field.
14. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a partial screenshot of the Multiple Classroom Service Page.)

*Note: You must now enter your staff time! See Entering Staff Service Time for help.

Editing or Deleting a Service

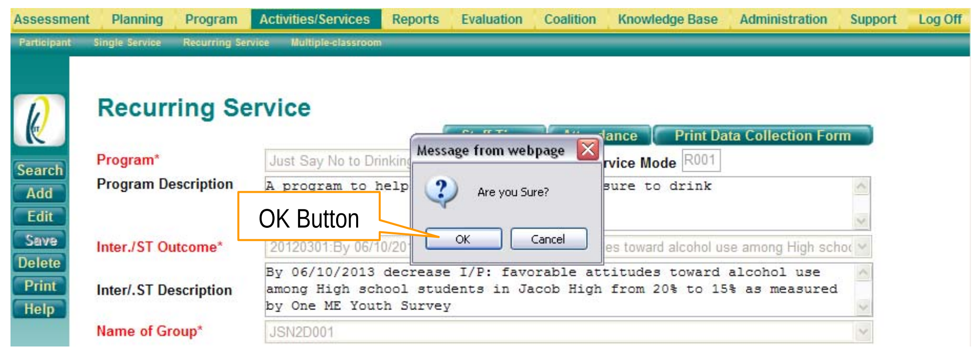
Editing a Service

1. Click **Activities/Services** from the main menu.
2. Click **Single**, **Recurring**, or **Multiple-classroom** from the submenu.
3. Click (**Search**) from the left toolbar to locate the service you wish to edit.
   (See Using the Search Feature section for additional details.)
4. Click the (**Select**) button to the right of the service you wish to edit.
5. Click (**Edit**) from the left toolbar.
6. Make any changes needed to the form.
7. Click (**Save**) from the left toolbar.
   *Note: Click (**Cancel**) to quit without saving changes.

(This is a partial screenshot of the Multiple-classroom Service Page.)

Deleting a Service

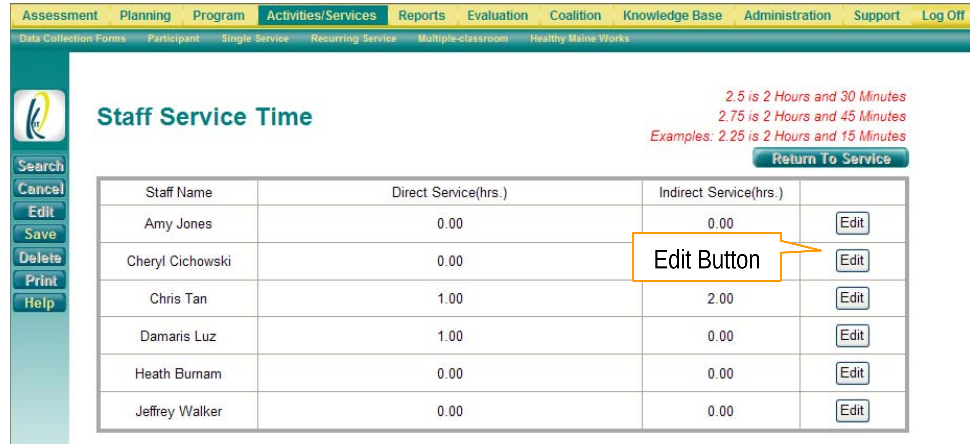
1. Click **Activities/Services** from the main menu.
2. Click **Single**, **Recurring**, or **Multiple-classroom** from the submenu.
3. Click (**Search**) from the left toolbar to locate the service you wish to delete. (See Using the Search Feature section for additional details.)
4. Click the (**Select**) button to the right of the service you wish to delete.
5. Click (**Delete**) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the (**OK**) button to continue with the deletion.
   *Note: Click the (**Cancel**) button to cancel the deletion.



(This is a partial screenshot of the Multiple-classroom Service Page.)

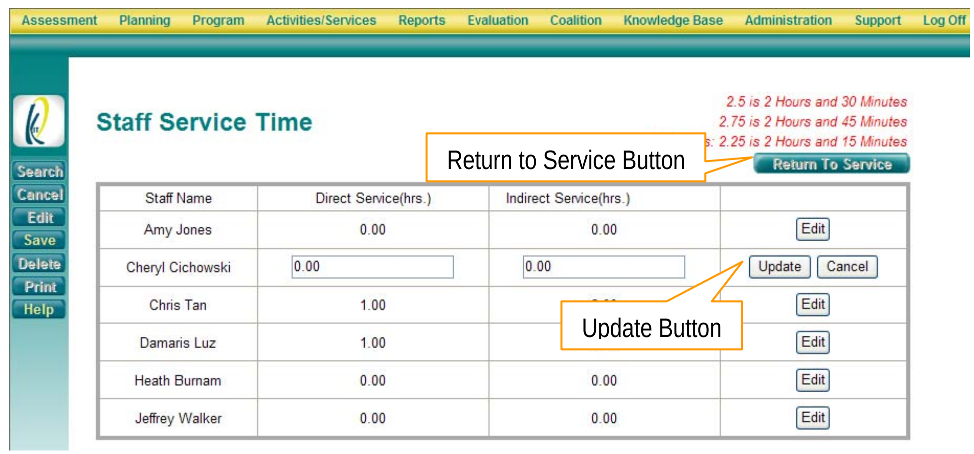
Entering Staff Service Time

Staff service time that can be tied to a particular prevention service and a particular number of participants is entered from the Activity screen. This time is in the form of *Direct Service hours* (time spent face-to-face at the event) as well as *Indirect Service hours* (time spent preparing and/or performing follow-up duties for the event – any support time associated with the event). Follow the diagrams and instructions below to record the staff service time.



(This is a screenshot of the Staff Service Time Page.)

1. After clicking **Save** (Save) for an event, the **Staff Time** page will open.
   *Note: If you did not enter staff time immediately, you can click the **Staff Time** (Staff Time) button to enter the staff time at a later time or edit the staff time.
2. To record **Direct Service (hrs.)** and/or **Indirect Service (hrs.)**, find the name of the person you would like to add hours for and click the **Edit** (**Edit**) button to the right of the staff member's name.



(This is a screenshot of the Staff Service Time Page.)

3. Enter the staff member's **Direct Service (hrs.)** and/or **Indirect Service (hrs.)** by entering the number of hours and/or minutes in the appropriate fields.

   Examples: 2.25 is 2 Hours and 15 Minutes
   2.5 is 2 Hours and 30 Minutes
   2.75 is 2 Hours and 45 Minutes

4. Click the **Update** (**Update**) button to the right of the staff member's name.
   *Note: Click the **Cancel** (**Cancel**) button to quit without saving changes.
5. Click the **Return To Service** (**Return To Service**) button to return to the event.

*Note: Notice that you will not be able to leave this screen until you have entered staff service time.

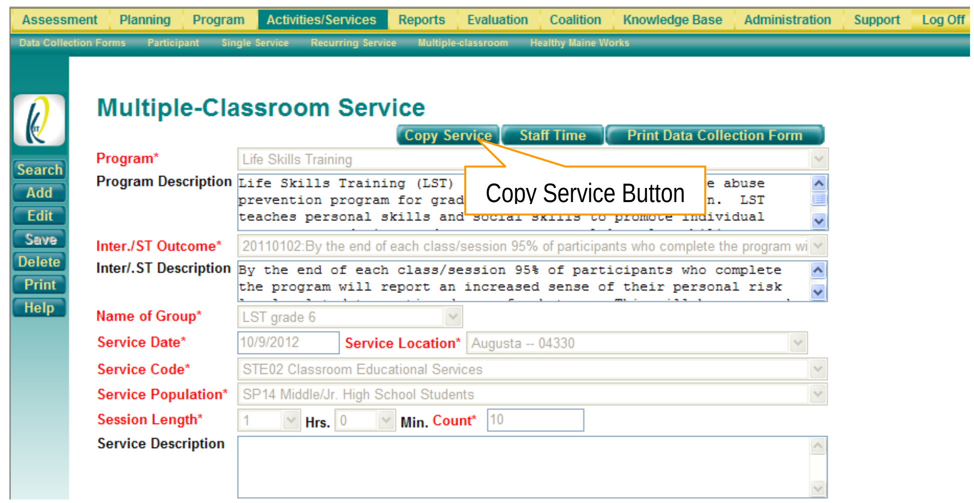
Tips

- All staff member's that were associated with the event should be given staff service time. You will not add a different service for each staff member's staff service time.

Using the Copy Service Button

The Copy Service button is used to shorten data entry for Single and Multi-classroom services with similar details. The **Copy Service** (**Copy Service**) button will automatically fill in most of the information for you. You can edit any of the data that may be different. Use the steps below to utilize the **Copy Service** (**Copy Service**) button.

1. From an **Activities/Service** screen, click **Search** (**Search**) from the left toolbar to locate a saved service that that is similar to the service that needs to be entered. (See Using the Search Feature section for additional details.)
2. Once the desired service is displayed in the **Activities/Service** screen, select the **Copy Service** (**Copy Service**) button. This will begin a new record. The only field that must be filled in is the **Service Date**. Any other information may be edited to suit this new event.
3. Make any changes needed to the details.
4. Click **Save** (**Save**) from the left toolbar.
   *Note: Click **Cancel** (**Cancel**) to quit without saving changes.

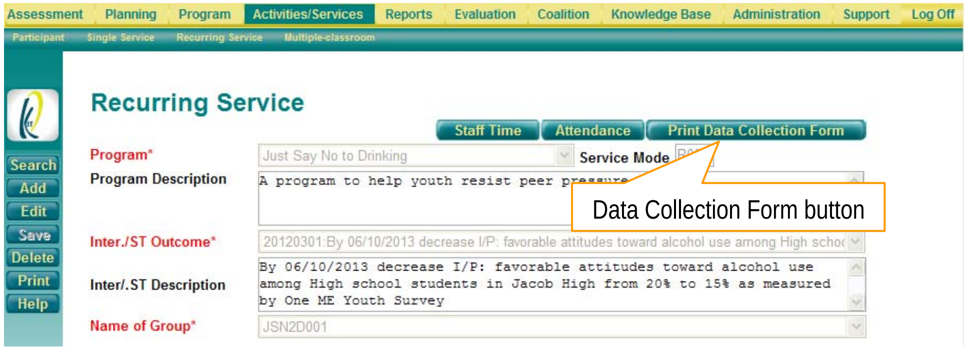


(This is a screenshot of the Multiple Classroom Service Page.)

Print Data Collection Forms

The Data Collection Forms area is an archive of forms that can be used to collect data during events for input into the application.

1. From an **Activities/Service** screen, click the (**Print Data Collection Form**) button.
2. The form will open in a new window.
3. To close the open window, click the in the upper right-hand corner.



(This is a partial screenshot of the Data Collection Forms Page.)

*Note: If you need help in printing out or saving this form, see the Printing or Saving the Report section.

Tips

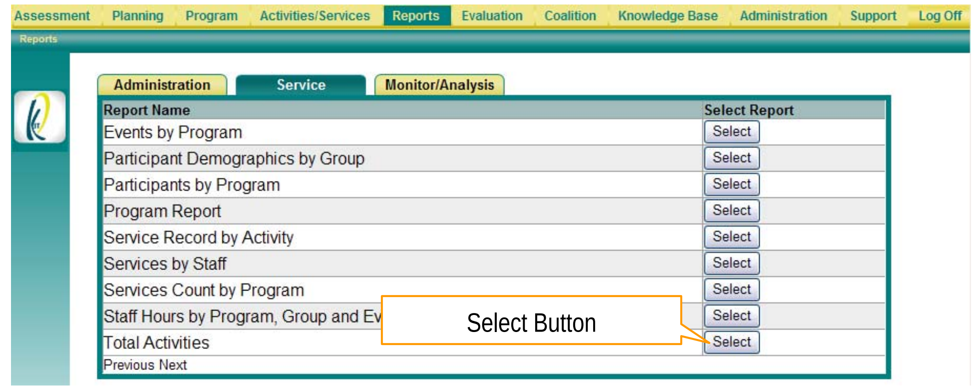
- If you have a pop-up blocker on your computer, hold the CTRL (**Control**) key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

REPORTS

The Reports module has three categories of reports available for use. Select the category of report you wish to view/print from the three tabs: Administration, Service and Monitor/Analysis. The Monitor/Analysis category allows you to select several parameters to build reports to your specifications.

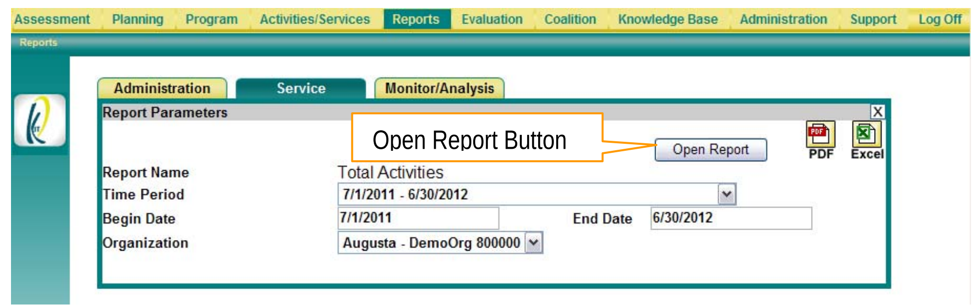
Opening a Report

1. Click **Reports** from the main menu.
2. Click **Reports** from the submenu
3. Click on the tab of the category of report you want.
   *Note: The **Administration** tab is selected by default.
4. Click the Select (**Select**) button to the right of the appropriate report name.



(This is a partial screenshot of the Administration Report Name page.)

5. If applicable, enter or select the report parameters.
   *Note: Enter all dates as mm/dd/yyyy.
6. Click the Open Report (**Open Report**) button to display the selected report in the report window.
   *Note: For information on saving or printing this report, see the [Printing or Saving the Report]() section.



(This is a partial screenshot of the Administration Report Parameters page.)

Tips

- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting the Open Report (**Open Report**) button.
- Reports require Active X controls to be installed on your computer. If you do not have permissions to download, please contact your system administrator.
- Excel/PDF buttons PDF Excel were added to the Reports module to allow MAC users to view reports and for quick export of the reports.

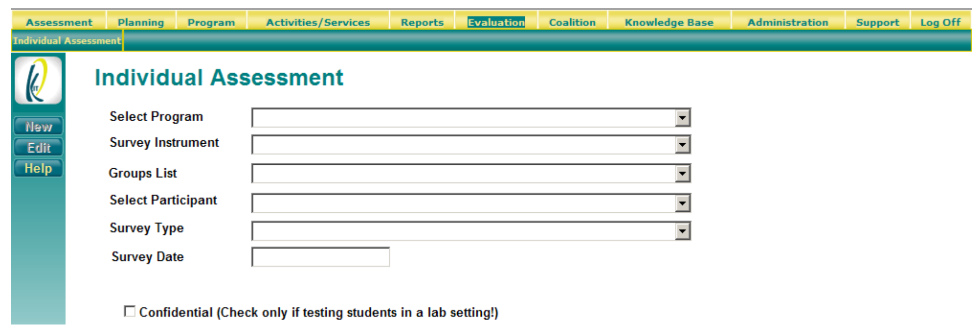
EVALUATION

The Evaluation section allows users to input answers to surveys that are available on the application.

Individual Assessment

Individual Assessment allows a user to input the answers to Pre-Tests and Post-Tests for a participant. After you have registered a program, participant(s), and assigned the participant(s) to a group, you will be able to go into the Individual Assessment area and fill out the surveys online.

1. Click **Evaluation** from the main menu.
2. Click **Individual Assessment** from the submenu.
3. Select the appropriate program from the **Select Program** dropdown list.
4. Select the **Survey Instrument** that you are filling out for the participant from the dropdown list.
5. Select one of the groups that have been assigned to the selected program from the **Group List** dropdown.
6. From the **Select Participant** dropdown list, select the participant who filled out the survey.
7. Select the type of survey (*pre-test*, *post-test*, or *follow-up*) you will be administering from the **Survey Type** dropdown list.
8. Enter in the **Survey Date** as mm/dd/yyyy you administered the survey on.
9. Check the ☐ Confidential checkbox if the students are completing the testing in a lab setting.
   *__Note__: Once the student has completed the survey, the system will log the user out so he/she can't access anything else in the system.
10. Click New (New) from the left toolbar.



(This is a screenshot of the Individual Assessment Page.)

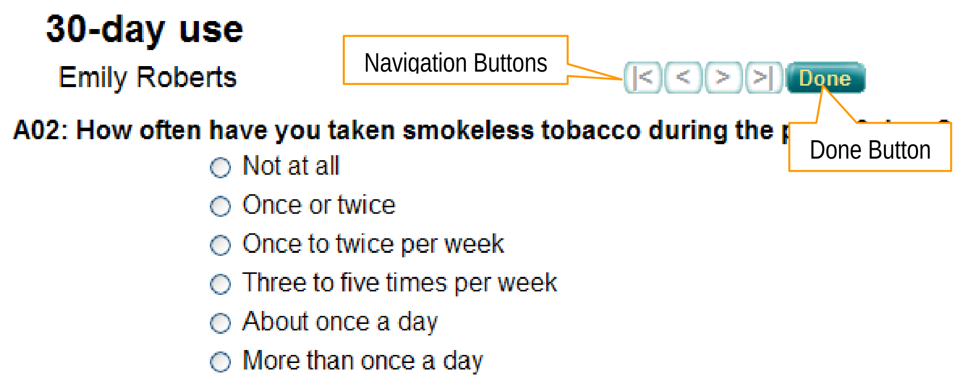
Tips

- When trying to view an Individual Assessment, if the **Survey Date** is not automatically filled in then the chosen participant has not taken the Individual Assessment Survey based on the Survey Type.
- Only the Instruments that were selected in the Programs module will appear in the dropdown list after selecting a program.

Completing the Individual Assessment Survey Instrument

To enter in the answers that a participant has given for a particular survey, use the following instructions:

1. Once you click New (New) from the left toolbar, the survey will be available for you to input the answers.
2. Fill in the answers by clicking in the choices that match the client's response.
3. Click on the Navigation Buttons |< < > >| to maneuver through the survey.
   (See the table below for a description of the navigation buttons.)
   *Note: If the navigation buttons are not available, there is only one page to the survey.
4. When you complete the questions, click the Done (Button).
5. Click Back (Back) from the left toolbar to go back to the Individual Assessment screen.



(This is a screenshot of the Individual Assessment Survey Instrument.)

The following table summarizes the navigation buttons:

Button	Function
|<	Moves the view to the first page of the survey.
<	Moves the view backward to the previous page of the survey.
>	Moves the view forward to the next page of the survey.
>|	Moves the view to the last page of the survey.

Reviewing Individual Assessments

To review a survey that has already been entered into the KIT Prevention Service, use the following instructions:

1. Select the appropriate program from the **Select Program** dropdown list.
2. Select the **Survey Instrument** that you are filling out for the participant from the dropdown list.
3. Select one of the groups that have been assigned to the selected program from the **Group List** dropdown.
4. From the **Select Participant** dropdown list, select the participant who filled out the survey.
5. Select the type of survey you want to review from the **Survey Type** dropdown list.
6. Click Edit (**Edit**) from the left toolbar to edit this survey or view the answers.
7. Click the Modify Date (**Modify Date**) button to modify the date you entered for this survey.
8. Click Back (**Back**) from the left toolbar to go back to the Individual Assessment screen.

Tips

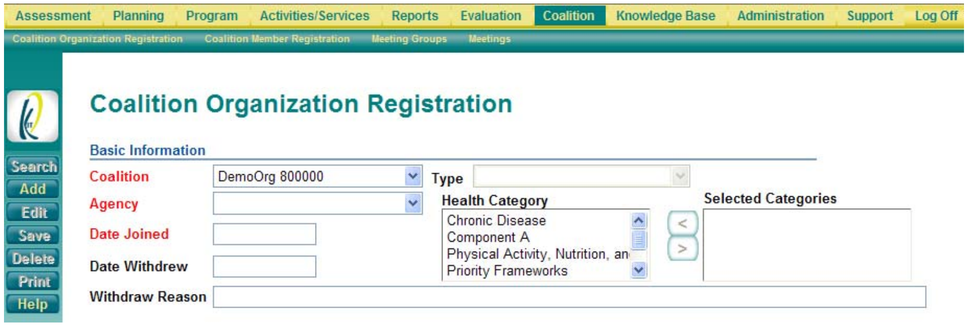
- If a Pre-test has been given, Pre-test and Post-test will appear in the **Survey Type** dropdown list. If a Post-test has also been given, then Follow-Up test will now appear in the **Survey Type** dropdown list.

COALITION

Many prevention agencies create coalitions of prevention providers to better serve their communities. The Coalition module assists the coalitions by tracking and reporting on meeting agenda items and task progress.

Coalition Organization Registration

The Coalition Organization Registration module is used to enter basic and contact information of a coalition. Once a coalition is registered, its members, meetings, and meeting agendas can be recorded.



(This is a partial screenshot of the Coalition Organization Registration Page.)

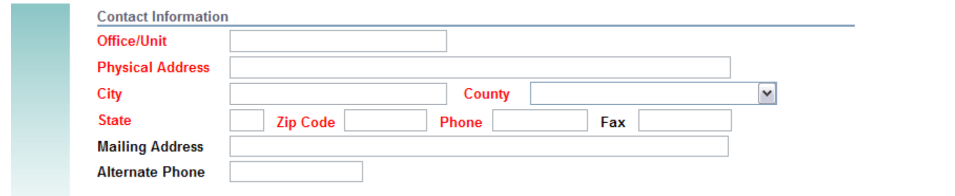
Adding a Coalition Organization

1. Click **Coalition** from the main menu.
2. Click **Coalition Organization Registration** from the submenu.
3. Click Add (**Add**) from the left toolbar.
4. If known, select the **Type** of organization this coalition is from the dropdown list.
5. Enter the name of the coalition in the Agency* field.
6. Enter the date the coalition joined your organization in the Date Joined* field as mm/dd/yyyy.
   a. If the coalition withdraws from your organization, you may enter the **Date Withdrew** and a **Withdraw Reason**.
7. A list of available health categories is in the box labeled **Health Category**. Click on the health category that this coalition corresponds with. Select all that apply.
   *Note: You can select more than one category by holding down the Ctrl key (on your keyboard) while clicking on your category choices.
   a. Use the > arrow in the center of the boxes to move items from the **Health Category** list to the **Selected Categories** list.
8. The health categories selected will be displayed in the **Selected Categories** box.
   *Note: To remove a category from the **Selected** list, click on the category in the **Selected** list,

(This is a partial screenshot of the Coalition Organization Registration Page.)

and click the < arrow.

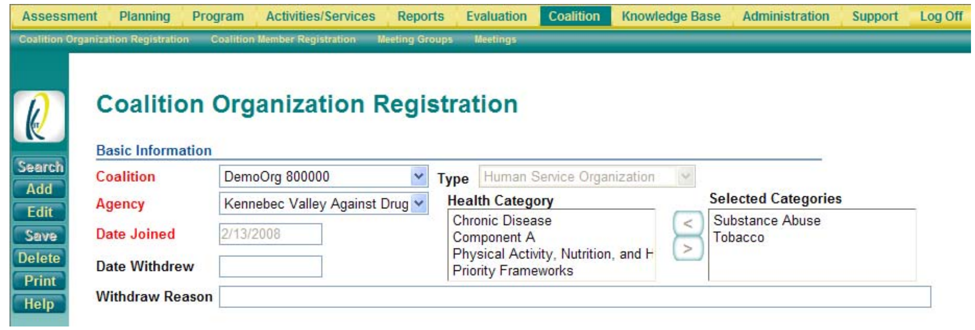
9. Enter all **Contact Information** (including Office Name*, Address*, City*, State*, County*, Zip Code*, and Phone*).
10. Click Save (**Save**) from the left toolbar.
    ***Note**: Click Cancel (**Cancel**) to quit without saving changes.



(This is a partial screenshot of the Coalition Organization Page.)

Editing a Coalition Organization Registration

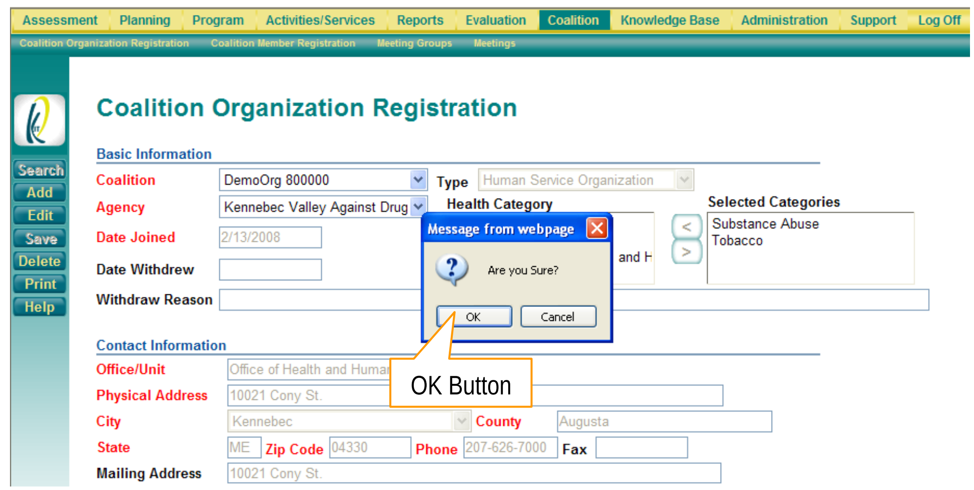
1. Click **Coalition** from the main menu.
2. Click **Coalition Organization Registration** from the submenu.
3. Click Search (**Search**) from the left toolbar to locate the the organization you wish to edit. (See [Using the Search Feature] section for additional details.)
4. Click the Select (**Select**) button to the right of the organization you wish to edit.
5. Click Edit (**Edit**) from the left toolbar.
6. Make any changes needed to the form.
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Coalition Organization Registration Page.)

Deleting a Coalition Organization Registration

1. Click **Coalition** from the main menu.
2. Click **Coalition Organization Registration** from the submenu.
3. Click Search (**Search**) from the left toolbar to locate the the organization you wish to delete. (See [Using the Search Feature] section for additional details.)
4. Click the Select (**Select**) button to the right of the organization you wish to delete.
5. Click Delete (**Delete**) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



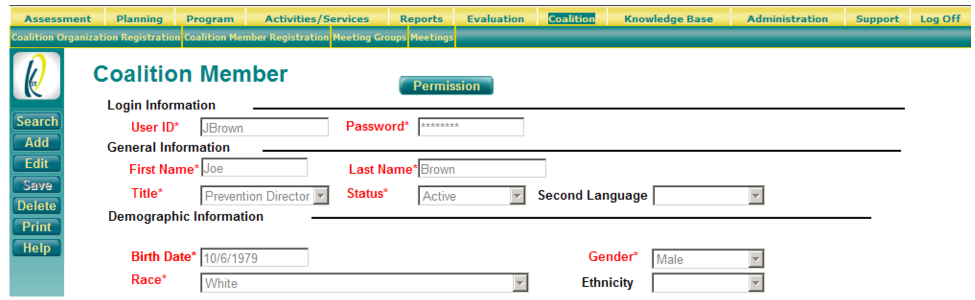
(This is a screenshot of the Coalition Organization Registration Page.)

Coalition Member Registration

Registering a coalition partner staff member is similar to registering one of the lead agency's staff members. Once the coalition staff members are entered and their services and time can be tracked just as if they were members of the lead agency staff. Only coalition members will appear on the form and the lead agency staff will not be shown.

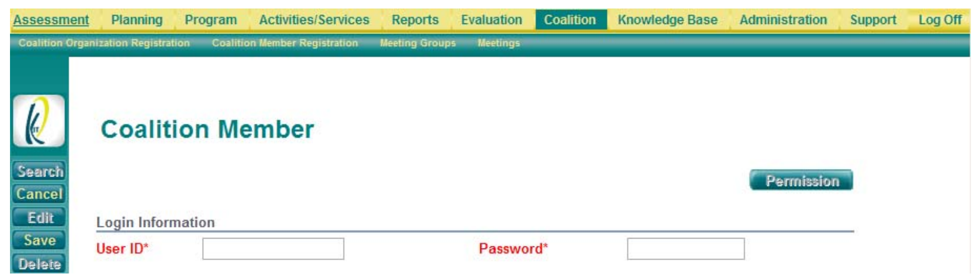
Adding a New Coalition Member

1. Click **Coalition** from the main menu.
2. Click **Coalition Member Registration** from the submenu.
3. Click Add (**Add**) from the left toolbar.



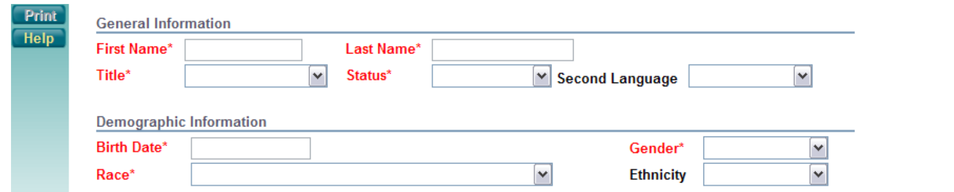
(This is a partial screenshot of the Coalition Member Page.)

4. Enter the member's **Login Information.**
   a. The User ID* will be the login name used by the member. This may be anything that you choose. Choosing a User ID and Password scheme will simplify administration. (For Example: Using first initial and last name for the User ID.)
   b. The Password* field is where the temporary password is created for the member. This password will be used along with the User ID and Organization ID number to log into the KIT Prevention Service. Once a user logs in, they can use the Change Password module to change the password to one of their liking.



(This is a partial screenshot of the Coalition Member Page.)

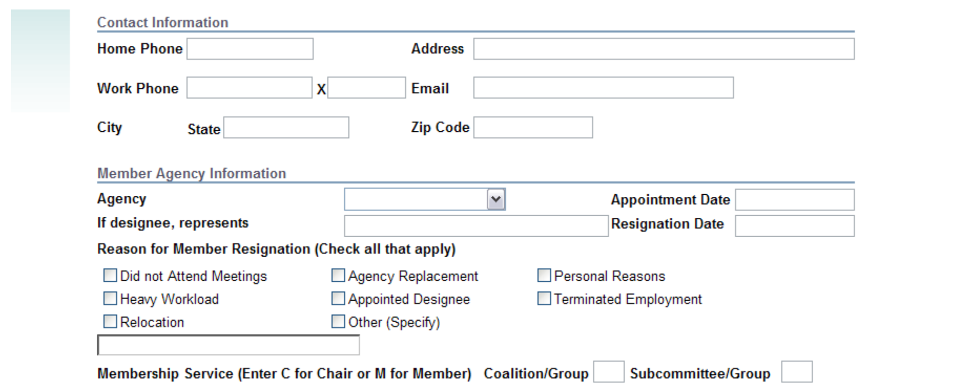
5. Enter in the member's **General Information.**
    a. Enter the member's First Name* and Last Name* in the appropriate fields.
    b. Select the member's Title* from the dropdown list.
    c. The Status* is defaulted to *Active*.
        9. *Active*: currently in use (can be viewed in other screens).
        10. *Inactive*: no longer in use (will not appear on other screens or reports).
    d. Select the member's from the **Second Language** dropdown list, if applicable.



(This is a partial screenshot of the Staff Information Page.)

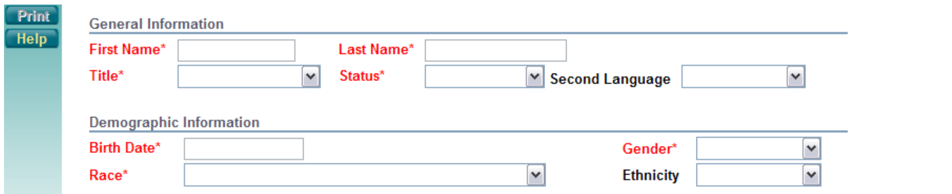
6. Enter in the member's **Demographic Information.**
    a. Enter the member's Birth Date* as mm/dd/yyyy.
    b. Select the member's Gender* from the dropdown list.
    c. Select the member's Race* from the dropdown list.
    d. Select the member's **Ethnicity** from the dropdown list.

7. Enter the member's **Contact Information** in the following fields: **Home phone**, **Address**, **City**, **State**, **Zip Code**, **Email**, and **Work Phone.** This is optional.
8. Enter the member's Agency information in the Member Agency Information section. This is optional.
9. Click **Save** (**Save**) from the left toolbar.
   *Note: Click **Cancel** (**Cancel**) to quit without saving changes.



(This is a partial screenshot of the Staff Information Page.)

10. Enter the member's First Name* and Last Name* in the appropriate fields.
11. Select the member's Title* from the dropdown list.
12. Select the Status* of the member from the dropdown list.
    a. *Active*: a member that is in use.
    b. *Inactive*: a member that is no longer in use.
13. Enter in the member's Birth Date* as mm/dd/yyyy.
14. Select the member's Gender* from the dropdown list.
15. Select the member's Race* from the dropdown list.
16. If known, enter any other information regarding the member.
17. Click Save (Save) from the left toolbar.
    *Note: Click Cancel (Cancel) to quit without saving changes.



(This is a partial screenshot of the Coalition Member Page)

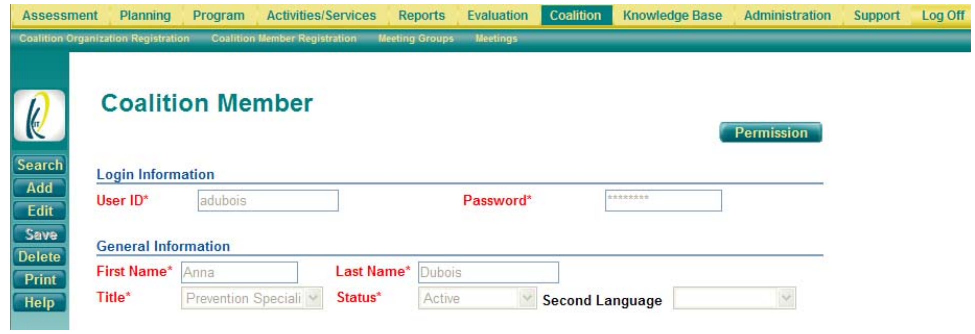
*Note: The permission levels for the staff member must now be set. For detailed instructions on setting staff permissions, see Modifying Member Permissions.

Tips

- If a member is part of two or more different coalitions, you must enter the member separately for each coalition.
- Passwords can be any combination of letters, numbers and/or characters.
- Passwords are case sensitive.

Editing a Coalition Member

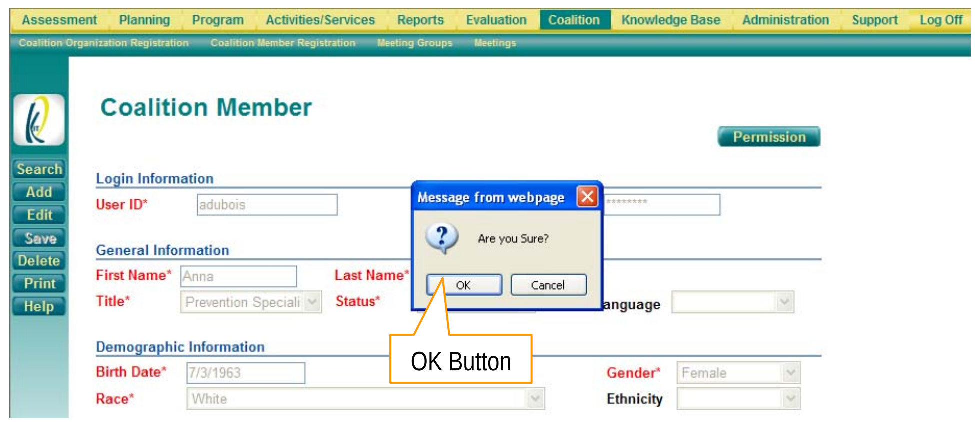
1. Click **Coalition** from the main menu.
2. Click **Coalition Member Registration** from the submenu.
3. Click Search (**Search**) from the left toolbar to locate the member you wish to edit. (See Using the Search Feature section for additional details.)
4. Click the Select (**Select**) button to the right of the member you wish to edit.
5. Click Edit (**Edit**) from the left toolbar.
6. Make any changes needed to the form.
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Coalition Member Registration Page.)

Deleting a Coalition Member

1. Click **Coalition** from the main menu.
2. Click **Coalition Member Registration** from the submenu.
3. Click Search (**Search**) from the left toolbar to locate the member you wish to delete. (See Using the Search Feature section for additional details.)
4. Click the Select (**Select**) button to the right of the member you wish to delete.
5. Click Delete (**Delete**) from the left toolbar.
6. You will receive a message asking if you are sure you want to continue with the deletion. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



(This is a screenshot of the Coalition Member Registration Page.)

Tips

- Once the member has been associated with a Meeting Group, the member cannot be deleted. Set the **Status** in the Coalition Member Registration module to *Inactive*.

Modifying Member Permissions

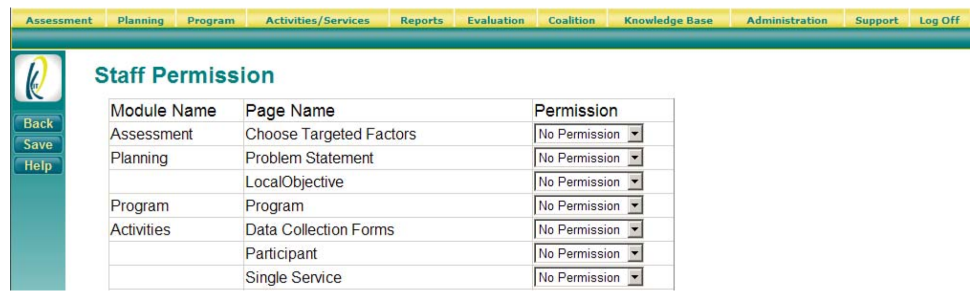
Once you have saved the new coalition member entry, click the (Permission) button to set the member's permissions.

You can tailor a specific user's access level to areas of the Maine Prevention Service. The permissions are defaulted to a normal access level for a particular user, but anyone that has access to the Coalition area can modify access levels for any user on the application.

The different levels of access can be set as follows:

- No Permission (No access to a particular module)
- Read Only (Staff can only view information)
- Read and Write (Staff can add new information, view and edit existing information)
- Full Control (Staff can add new information, view, edit and delete existing information)

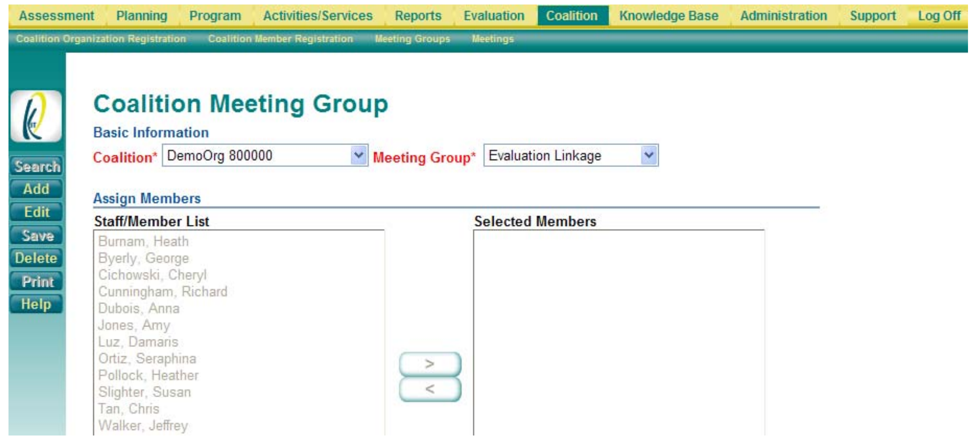
1. Click the (Permission) button from the member page.
2. Set the permissions for the each module according to the level of permission the member should have (see above).
3. Once you have set the permissions for the account, click (Save) from the left toolbar.
   *Note: To exit this screen without saving any of the changes you have made, click (Back) from the left toolbar.
4. Click (Back) from the left toolbar to return to the Coalition Member page.



(This is a screenshot of the Staff Permissions Page.)

Coalition Meeting Groups

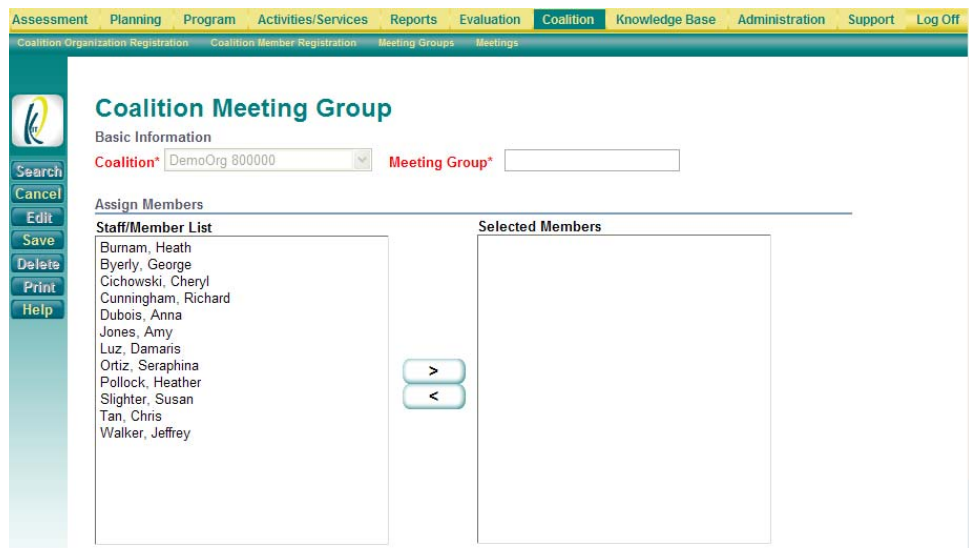
Coalition meetings groups are used to simplify the meeting attendance process. Opposed to going through the entire list of members for each meeting, the members are now split up into logical groupings that you create for meetings.



(This is a screenshot of the Coalition Meeting Group Page.)

Adding Coalition Meeting Groups

1. Click **Coalition** from the main menu.
2. Click **Meeting Groups** from the submenu.
3. Click **Add** (**Add**) from the left toolbar.

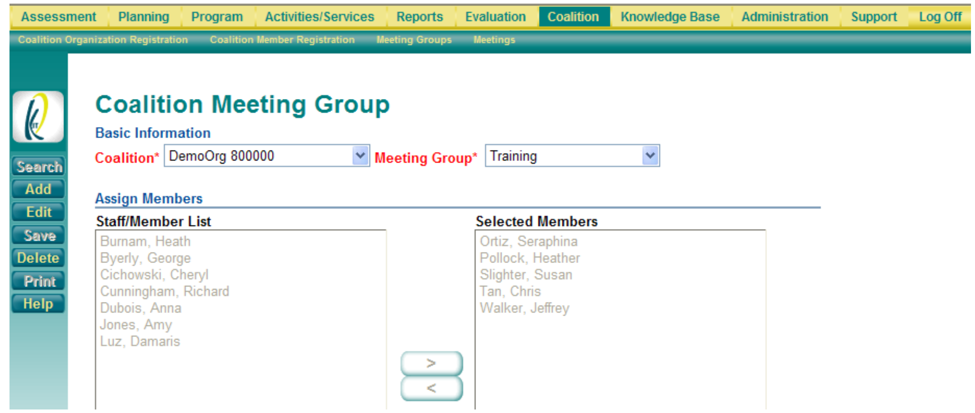


(This is a screenshot of the Coalition Meeting Group Page.)

4. Enter a name for the group in the Meeting Group* field.
5. Registered staff and coalition members appear in the box labeled **Staff/ Member.List**. Select the members that are within this coalition meeting group. Select all that apply.
   *Note: You can select more than one member by holding down the Ctrl key (on your keyboard) while clicking on your member choices.
   *Note: If a coalition member has not been registered yet, see Adding a New Coalition Member. If a staff member has not been registered yet, see Adding Staff Information.
   a. Use the > arrow in the center of the screen to move members from the **Staff/Member List** to the **Selected Members** list.
   b. The member (s) you selected will be displayed in the **Selected Members** box.
      *Note: To remove a member from the **Selected** list, click on the member in the **Selected** list, and click the < arrow.
6. Click **Save** (**Save**) from the left toolbar.
   *Note: Click **Cancel** (**Cancel**) to quit without saving changes.

Editing a Coalition Meeting Groups

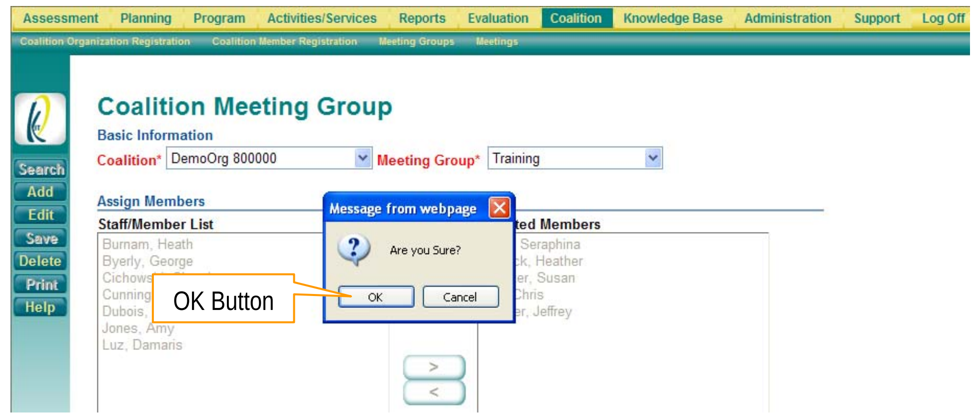
1. Click **Coalition** from the main menu.
2. Click **Meeting Groups** from the submenu.
3. Use the **Meeting Group** dropdown list to find the group you want to edit.
4. Click Edit (**Edit**) from the left toolbar.
5. Make any changes needed to the form.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Coalition Meeting Group Page.)

Deleting a Coalition Meeting Groups

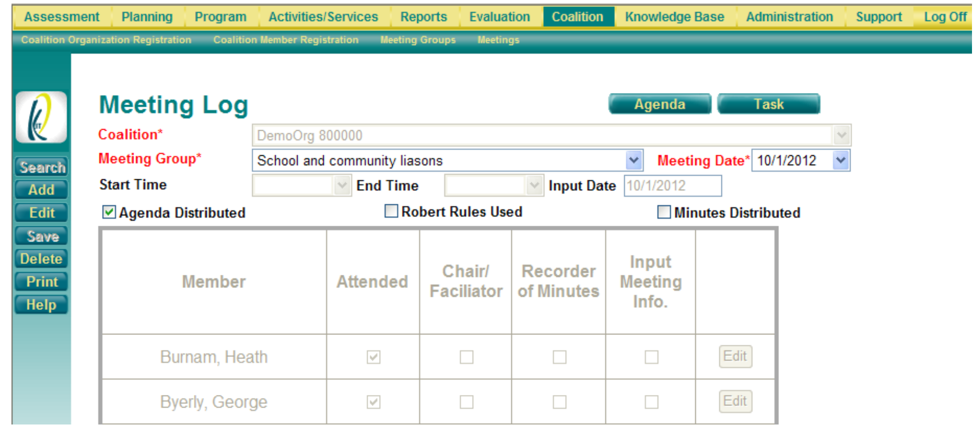
1. Click **Coalition** from the main menu.
2. Click **Meeting Groups** from the submenu.
3. Use the **Meeting Group** dropdown list to find the group you want to delete.
4. Click Delete (**Delete**) from the left toolbar.
5. You will receive a message asking if you are sure you want to continue with the deletion.
6. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



(This is a screenshot of the Coalition Meeting Group Page.)

Coalition Meetings

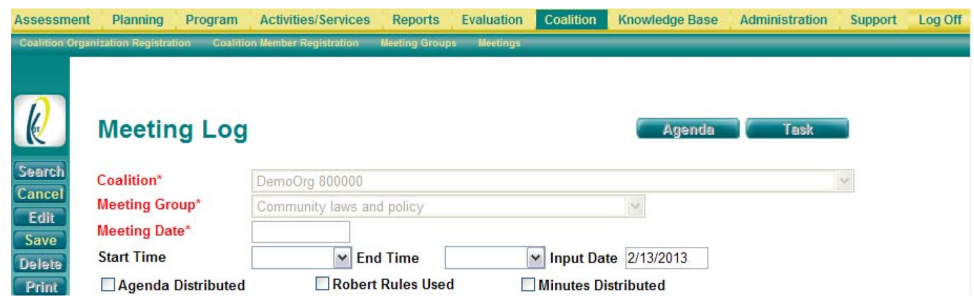
The Coalition Meetings module is used to record any meetings that may occur between coalitions.



(This is a screenshot of the Coalition Meeting Log Page.)

Adding a Meeting

1. Click **Coalition** from the main menu.
2. Click **Meetings** from the submenu.
3. Select the appropriate Meeting Group* from the dropdown list.
4. Click **Add** (**Add**) from the left toolbar.



(This is a screenshot of the Coalition Meeting Log Page.)

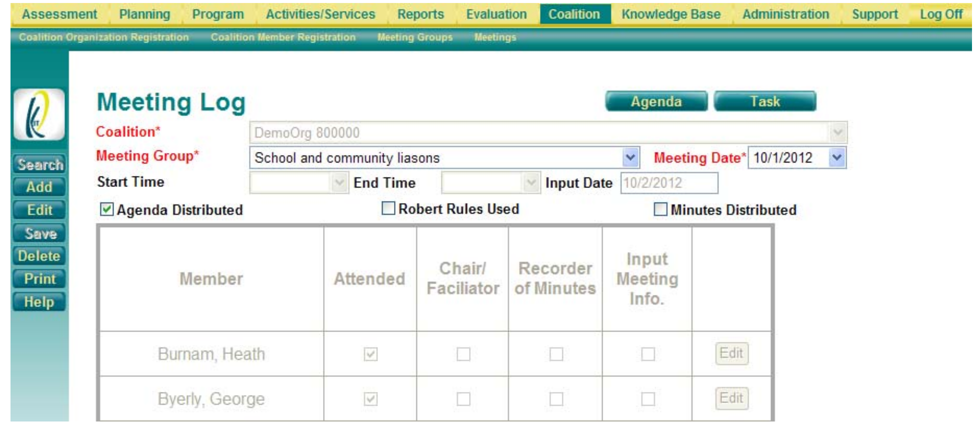
5. Enter the date of the meeting in the Meeting Date* field as mm/dd/yyyy.
6. Select the **Start Time** and **End Time** from the dropdown lists.
7. Check any of the appropriate check boxes for **Agenda Distributed**, **Robert Rules Used**, or **Minutes Distributed**.
8. Click **Save** (**Save**) from the left toolbar.
   *Note: Click **Cancel** (**Cancel**) to quit without saving changes.
9. All of the individuals in the chosen **Meeting Group** will be added to the meeting. To alter attendance, click **Edit** (**Edit**) from the left toolbar. (See Editing a Meeting for instructions on editing attendance.)

Tips

- When entering a Coalition meeting, there is a group called *General* in the Coalition Group dropdown list. This should used when the meeting is not associated with an identified coalition subgroup.

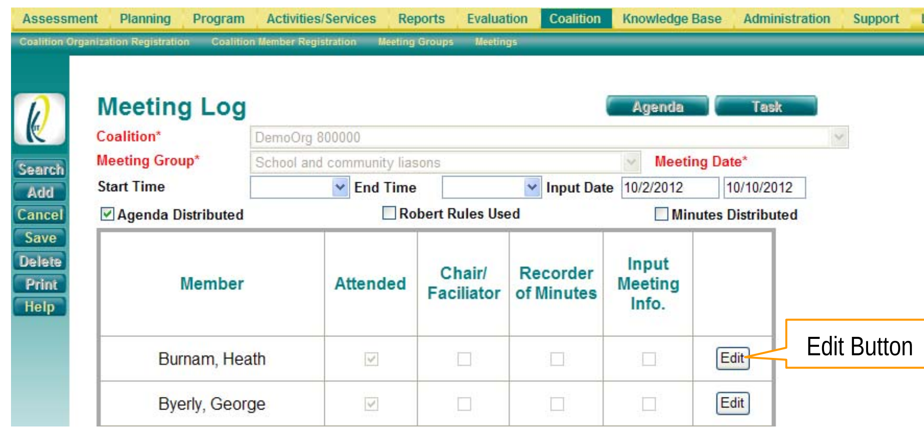
Editing a Meeting

1. Click **Coalition** from the main menu.
2. Click **Meetings** from the submenu.
3. Select the appropriate Meeting Group* from the dropdown list.
4. Select the appropriate date from the **Meeting Date** dropdown list.
   *Note: The most current date will be listed first.
5. Once the desired meeting is displayed, click Edit (**Edit**) from the left toolbar.
6. Make any changes needed to the details.



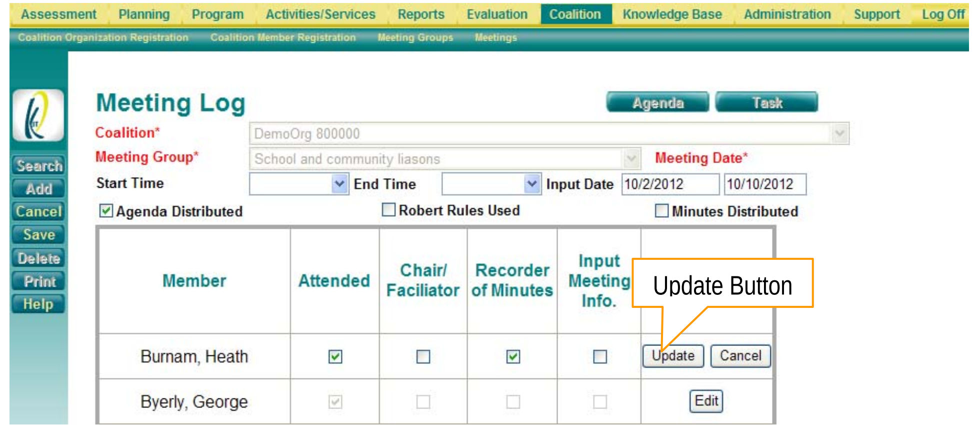
(This is a screenshot of the Coalition Meeting Log Page.)

7. To alter the attendance, click the Edit (**Edit**) button to the far right of the member's name.



(This is a screenshot of the Coalition Meeting Log Page.)

8. Use the check boxes to indicate whether the member was in attendance, whether they chaired or facilitated the meeting, and/or whether they recorded the minutes.
   *Note: A checkmark will appear inside the box indicating it was checked.
9. Click the Update (**Update**) button.
   *Note: To cancel any of the changes you have made, click the Cancel (**Cancel**) button.
10. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Coalition Meeting Log Page.)

Tips

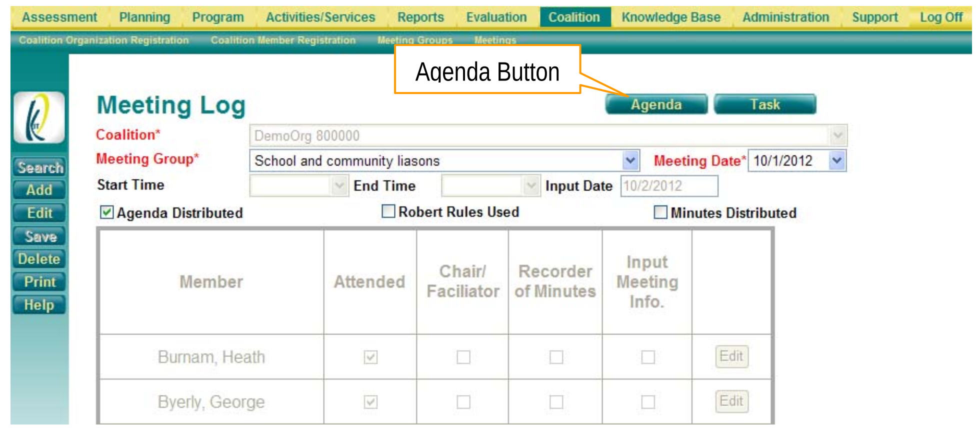
- If you added attendance to the meeting, once you have saved, the attended members will appear in the member grid.
- Once the member has been associated with a Meeting Group, the member cannot be deleted. Set the **Status** in the Coalition Member Registration module to ***Inactive***. For detailed instructions on editing member registration, see Editing a Coalition Member .
- Meetings cannot be deleted.

Agenda

Use the Agenda screen to enter specific agenda points for this meeting, decisions on the point, and the process through which the decision was reached.

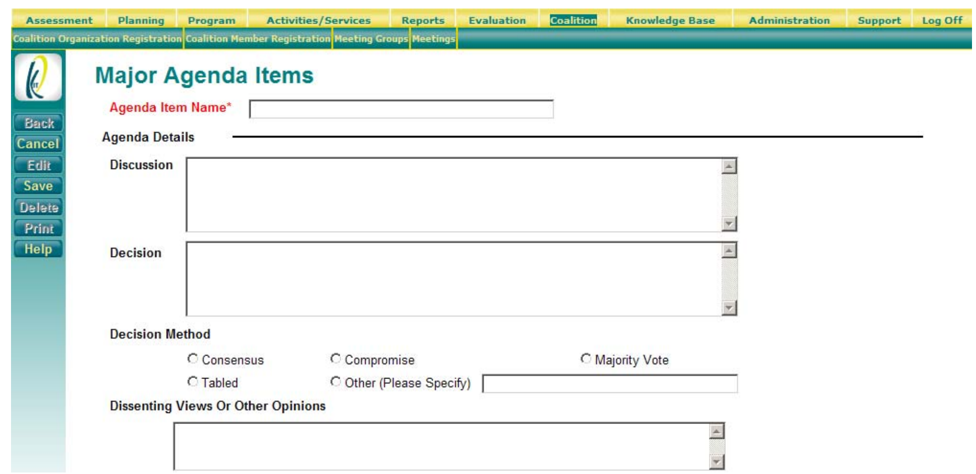
Adding an Agenda Item

1. From the **Meeting** screen, select the appropriate Meeting Group* from the dropdown list that you wish to add an agenda to.
2. Select the appropriate date from the **Meeting Date** dropdown.
   *Note: The most current date will be listed first.
3. Click the Agenda (**Agenda**) button.



(This is a screenshot of the Coalition Meeting Log Page.)

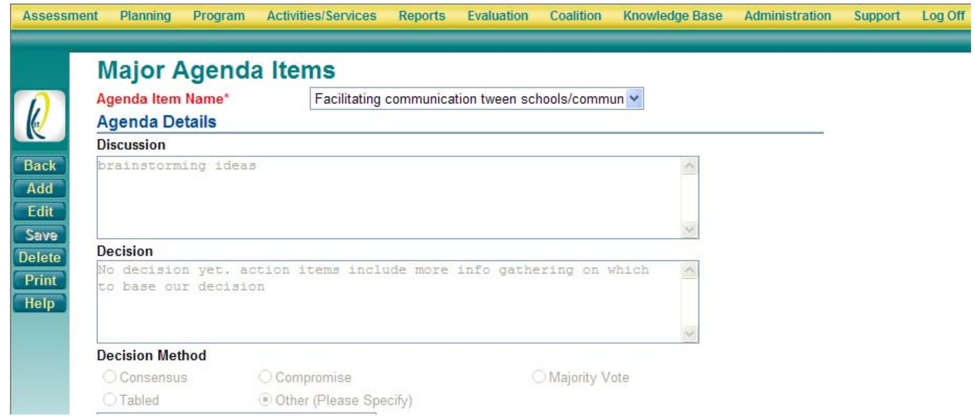
4. Click Add (**Add**) from the left toolbar.
5. Enter the name of the agenda in the Agenda Item Name* field.
6. If you have the available information, enter the **Agenda Details** for the meeting.
7. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.
8. Click Back (**Back**) from the left toolbar to go back to the Meeting Log screen.



(This is a screenshot of the Agenda Page.)

Editing an Agenda Item

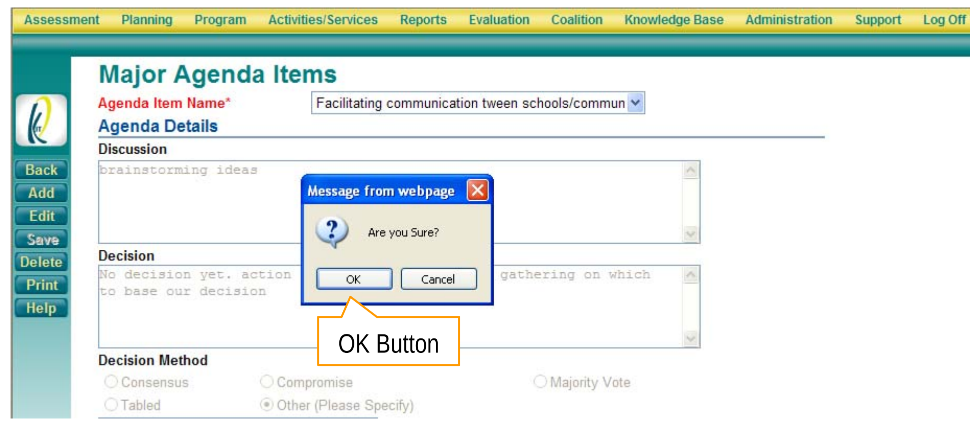
1. From the **Meeting** screen, select the appropriate Meeting Group* from the dropdown list that needs it agenda edited.
2. Select the appropriate date from the **Meeting Date** dropdown.
   *Note: The most current date will be listed first.
3. Click the Agenda (**Agenda**) button.
4. Click Edit (**Edit**) from the left toolbar.
5. Make any changes needed to the form.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Agenda Page.)

Deleting an Agenda Item

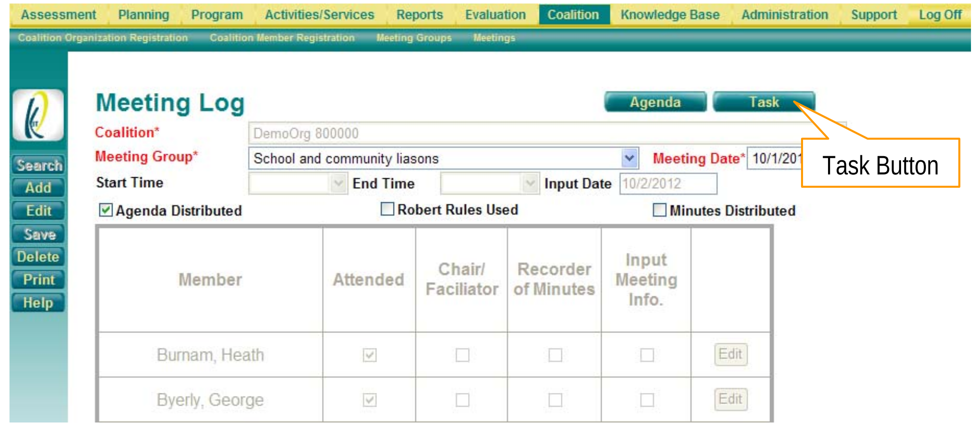
1. From the **Meeting** screen, select the appropriate Meeting Group* from the dropdown list that needs it agenda deleted.
2. Select the appropriate date from the **Meeting Date** dropdown.
   *Note: The most current date will be listed first.
3. Click the Agenda (**Agenda**) button.
4. Click Delete (**Delete**) from the left toolbar.
5. You will receive a message asking if you are sure you want to continue with the deletion. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



(This is a screenshot of the Agenda Page.)

Task Assignment

Use the Task Assignment screen to describe the task and assign it to members in the group.



(This is a screenshot of the Coalition Meeting Log Page.)

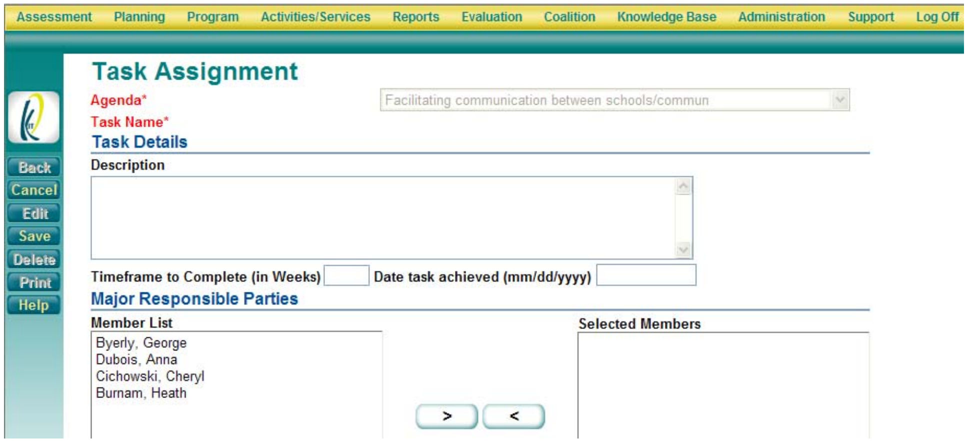
Adding a Task

1. From the **Meeting** screen, select the appropriate Meeting Group* from the dropdown list that you wish to add an agenda to.
2. Select the appropriate date from the **Meeting Date** dropdown list.
   *Note: The most current date will be listed first.
3. Click the **Task** (**Task**) button.

(This is a screenshot of the Major Agenda Items Page.)

4. Select the Agenda * you wish to add a task to from the dropdown list.
5. Click **Add** (**Add**) from the left toolbar.

6. Enter the name of the task in the Task Name* field.
7. If you have the available information, you can fill in the **Task Details** for the meeting.
8. Using the **arrow** buttons, move the members assigned to the task from the **Member List** to the **Selected Members** List. (See the table below for a description of the **arrow** buttons.)
9. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.
10. Click Back (**Back**) from the left toolbar to go back to the Meetings screen.



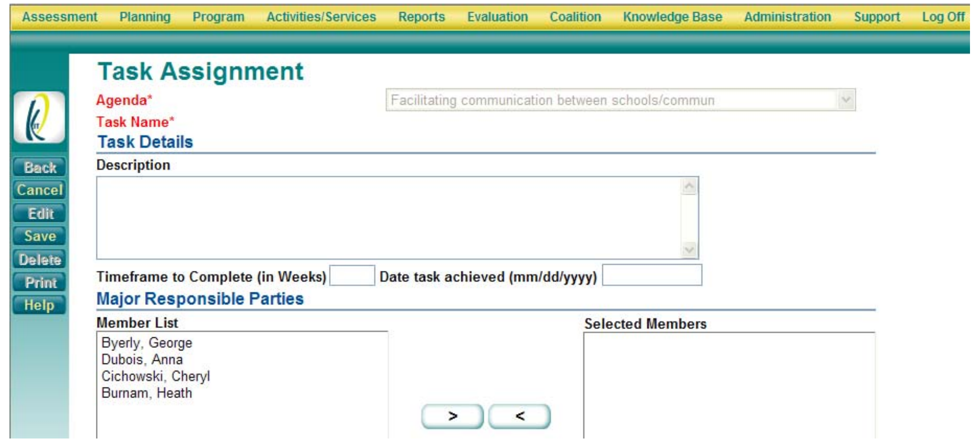
(This is a screenshot of the Task Assignment Page.)

The following table summarizes the arrow buttons:

Button	Function
<	Moves only the selected participant from the **Member List** to the **Selected Members** List.
>	Moves only the selected participant from the **Selected Members** List to the **Member List**.

Editing a Task

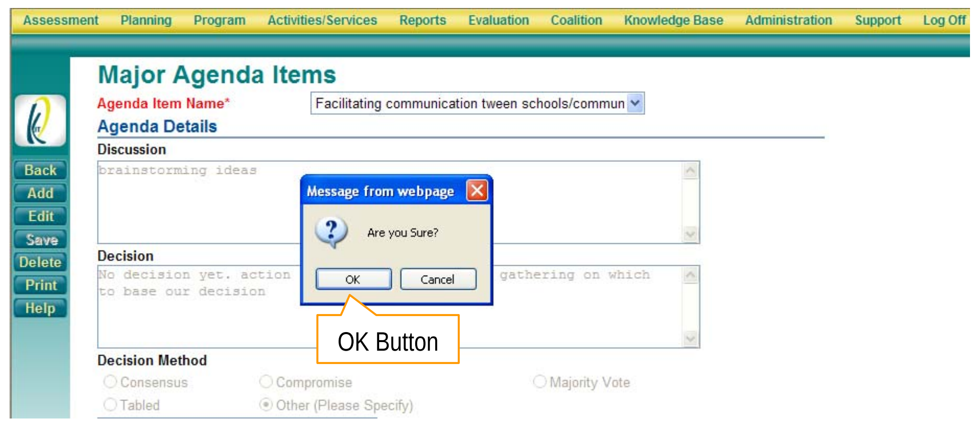
1. From the **Meeting** screen, select the appropriate Meeting Group* from the dropdown list that needs it tasks edited.
2. Select the appropriate date from the **Meeting Date** dropdown.
   *Note: The most current date will be listed first.
3. Click the Task (**Task**) button.
4. Click Edit (**Edit**) from the left toolbar.
5. Make any changes needed to the form.
6. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Task Assignment Page.)

Deleting a Task

1. From the **Meeting** screen, select the appropriate Meeting Group* from the dropdown list that needs it agenda deleted.
2. Select the appropriate date from the **Meeting Date** dropdown.
   *Note: The most current date will be listed first.
3. Click the Task (**Task**) button.
4. Click Delete (**Delete**) from the left toolbar.
5. You will receive a message asking if you are sure you want to continue with the deletion. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



(This is a screenshot of the Agenda Page.)

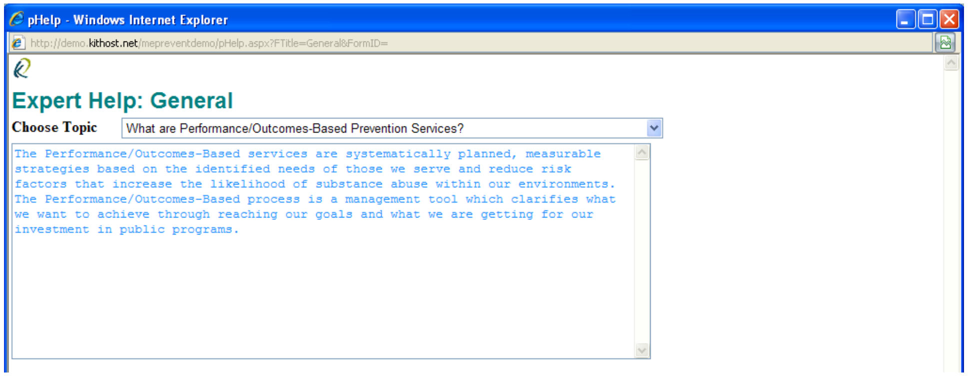
KNOWLEDGE BASE

The Knowledge Base module is a warehouse of prevention related documents, web sites, and KIT Prevention service design information.

Expert Help

The Expert Help section contains helpful information regarding prevention for KIT Prevention.

1. Click **Knowledge Base** from the main menu.
2. Click **Expert Help** from the submenu to open the Expert Help window.
   *Note: If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while clicking on **Expert Help**.
3. Select the topic from the **Choose Topic** dropdown list. The answer will be displayed in the box below the dropdown list.
4. To close the Expert Help window, click on the  in the upper right-hand corner.



(This is a screenshot of the Expert Help Page.)

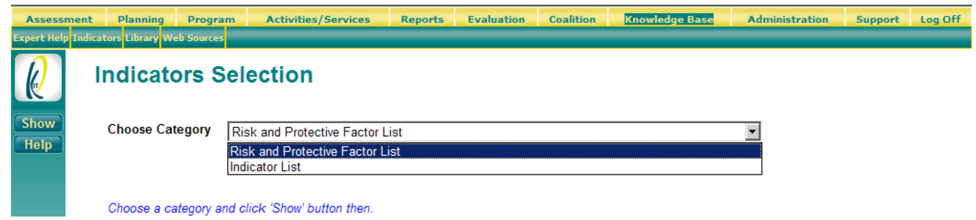
Tips

- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Indicators

Indicators are variables that relate directly to some part of a program, goal or objective. The Indicators section provides a list of Indicators and Risk and Protective Factors.

1. Select **Knowledge Base** from the main menu.
2. Click **Indicators** from the submenu.
3. Select a category from the **Choose Category** dropdown list.
4. Click **Show** (**Show**) from the left toolbar to display the selected document.
   *Note: If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while clicking the **Show** button.
5. A new window will open displaying the document.
   *Note: For information on saving or printing this document, see the Printing or Saving the Report section.
6. To close the window, click on the ☒ in the upper right-hand corner.



(This is a screenshot of the Indicators Selection Page.)

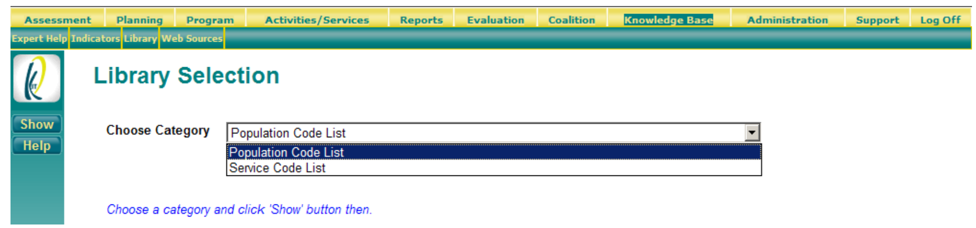
Tips

- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Library

The Library section is a repository of commonly requested documents, such as service and population code definitions.

1. Click **Knowledge Base** in the menu.
2. Click **Library** from the submenu.
3. Select a category from the **Choose Category** dropdown list.
4. Click Show (**Show**) from the left toolbar to display the selected document.
   *Note: If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while clicking the **Show** button.
5. A new window will open displaying the document.
   *Note: For information on saving or printing this document, see the Printing or Saving the Report section.
6. To close the window, click on the ☒ in the upper right-hand corner.



(This is a screenshot of the Library Selection Page.)

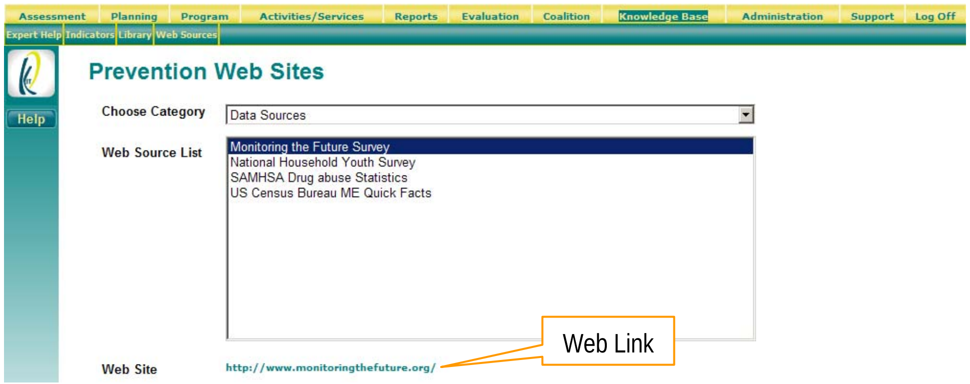
Tips

- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

Web Sources

The Web Sources section allows users and prevention workers to access a wealth of prevention links organized by the type of organization, agency, or topic.

1. Click **Knowledge Base** in the menu.
2. Click **Web Sources** from the submenu.
3. Select a category from the **Choose Category** dropdown.
4. Select the topic of interest to show its website link in the **Web Site** field
5. Click on the link in the **Web Site** field to go to that website.
   *Note: If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while clicking on the web site link.
6. A new window will open displaying the website you chose.
7. To close the web site, click on the ☒ in the upper right-hand corner.



(This is a screenshot of the Web Sources Page.)

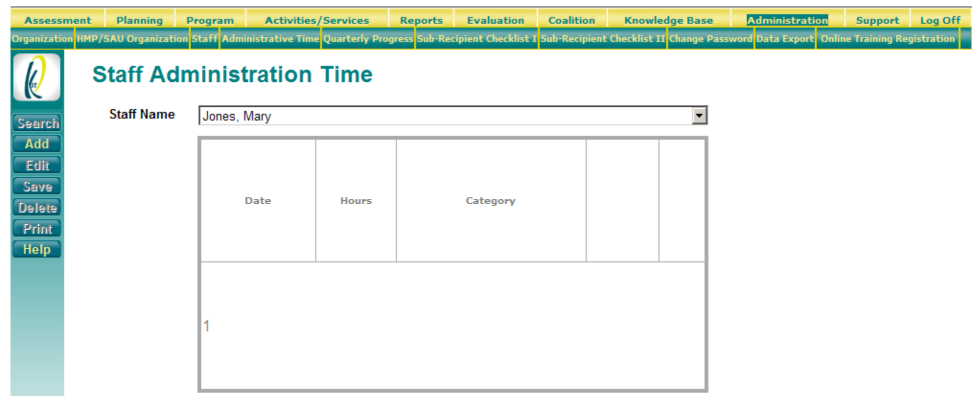
Tips

- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).

ADMINISTRATION

Administrative Time

The Administrative Time area allows users to indicate time spent on prevention that is not directly related to a service. Time spent during trainings, meetings, general planning, or even entering information into the KIT Prevention Service can be classified as administrative time.



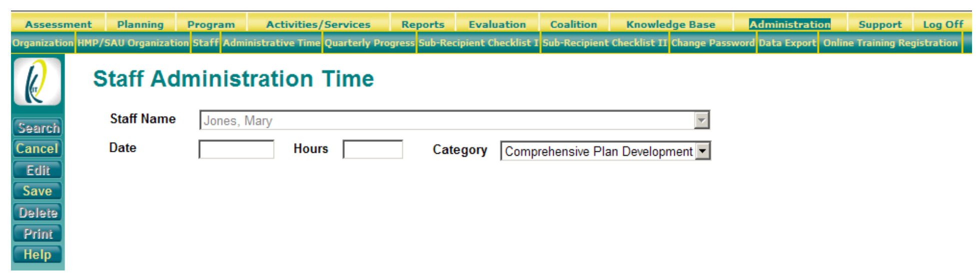
(This is a screenshot of the Staff Administration Time Page.)

Adding Administrative Time

1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the submenu.
3. Select the **Staff Name** to which you would like to add administrative time entries from.
4. Click Add (**Add**) from the left toolbar.
5. Enter the **Date** as mm/dd/yyy.
6. Enter the number of hours the administrative time took place in the **Hours** field.

Examples: 2.25 is 2 Hours and 15 Minutes
2.5 is 2 Hours and 30 Minutes
2.75 is 2 Hours and 45 Minutes

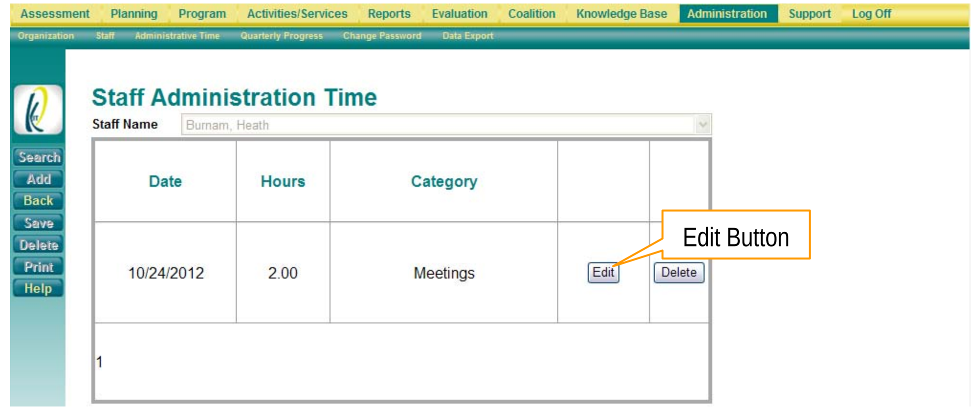
7. Select a **Category** describing the administrative time from the dropdown list.
8. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Staff Administration Time Page.)

Editing Administrative Time

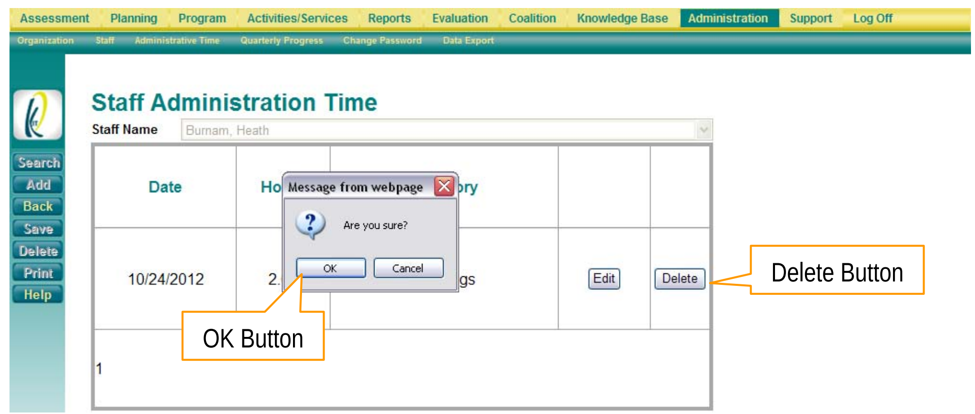
1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the submenu.
3. Select the appropriate **Staff Name** from the dropdown list.
4. Click Edit (**Edit**) from the left toolbar.
5. Click the Edit (**Edit**) button next to the record you wish to modify.
6. Make any changes needed to the form.
7. Click the Update (**Update**) button to save any changes.
8. Click Save (**Save**) from the left toolbar.
   *Note: Click Cancel (**Cancel**) to quit without saving changes.



(This is a screenshot of the Staff Administration Time Page.)

Deleting Administrative Time (Individual Entry)

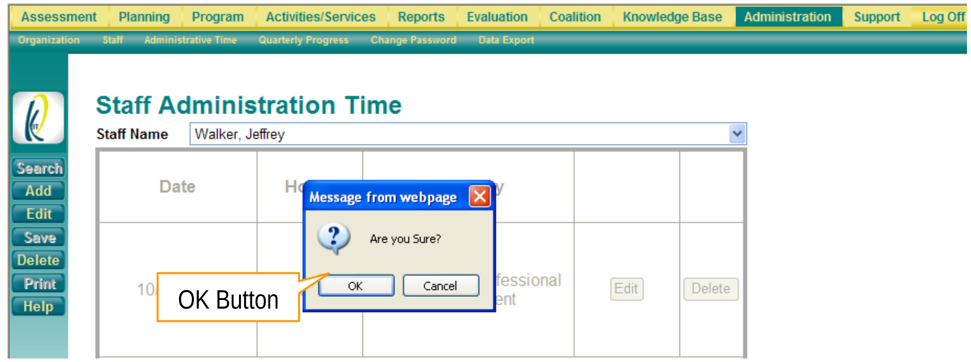
1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the submenu.
3. Select the appropriate **Staff Name** from the dropdown list.
4. Click Edit (**Edit**) from the left toolbar.
5. To delete a specific date, click the Delete (**Delete**) button to the right of the row with the correct date..
6. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



(This is a screenshot of the Staff Administrative Time Page.)

Deleting Administrative Time (All Entries)

1. Click **Administration** from the main menu.
2. Click **Administrative Time** from the submenu.
3. Select the appropriate **Staff Name** from the dropdown list.
4. Click Delete (**Delete**) from the left toolbar.
5. You will receive a message asking if you are sure you want to continue with the deletion.
6. Click the OK (**OK**) button to continue with the deletion.
   *Note: Click the Cancel (**Cancel**) button to cancel the deletion.



(This is a screenshot of the Staff Administrative Time Page.)

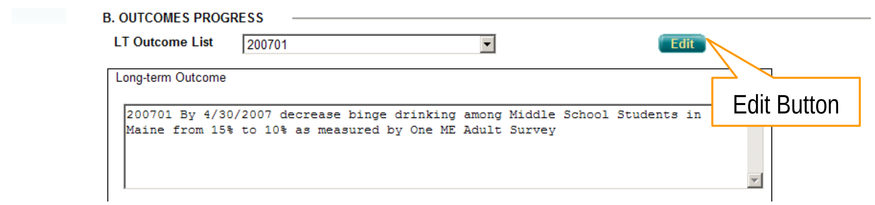
Quarterly Progress Report

The Quarterly Progress report is required of Maine providers that receive SIG funding.

1. Click **Administration** from the main menu.
2. Click **Quarterly Progress** from the submenu.
3. Select an appropriate Reporting Period* from the dropdown list.
4. Select a Program* to generate a report for.
5. Click the Generate (**Generate**) button.
   a. If you have already generated this report once, click the Regenerate (**Regenerate**) button to refresh the data.
   *Note: The **contact information**, **program description**, **outcomes**, and **service counts** associated with the program are filled in for you.
6. To add comments or correct contact information, click Edit (**Edit**) from the left toolbar.

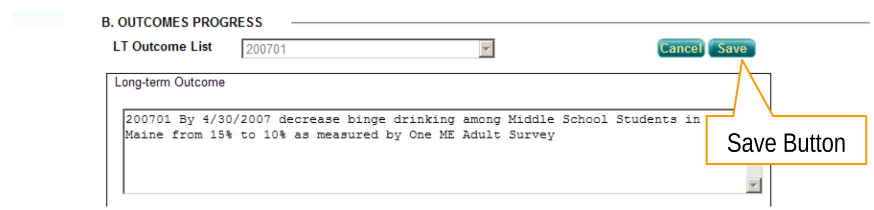
(This is a screenshot of the Quarterly Progress Report Page.)

7. To add Progress comments for each intermediate and short-term outcome to the Outcomes section, Select the appropriate **Long-Term Outcome** from the dropdown list, and then click the Edit (**Edit**) button located to the right of the **LT Outcome List** dropdown list.



(This is a screenshot of the Quarterly Progress Report Page.)

8. When completed, click the Save (**Save**) button for Section B.
9. You will only be able to view the **Program Counts.** (Section C)
10. Click Save (**Save**) from the left toolbar.
    *Note: Click Cancel (**Cancel**) to quit without saving changes.



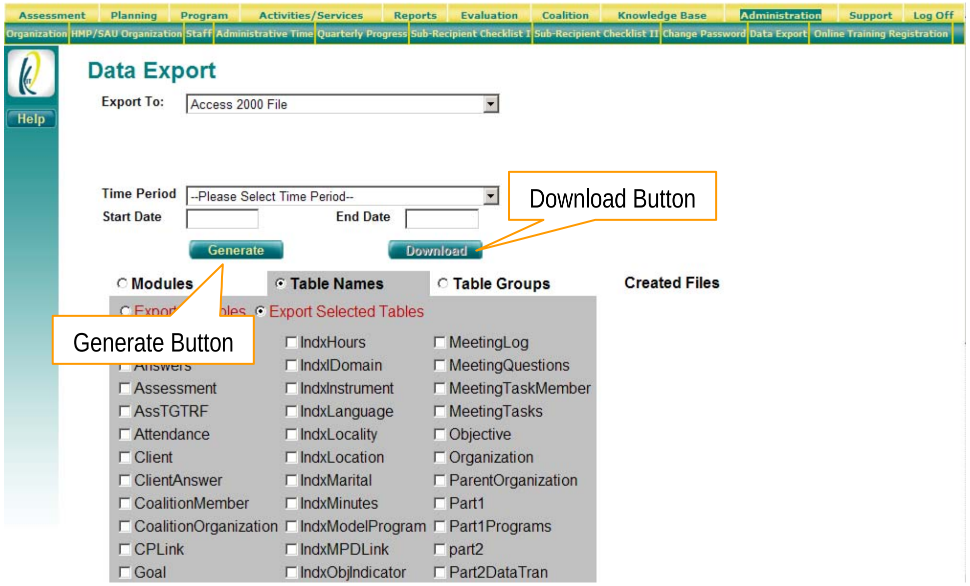
(This is a screenshot of the Quarterly Progress Report Page.)

Data Export

The Data Export Module allows users to export their raw data to create customized reports based on specified criteria.

*Note: Refer to the Data Dictionary (see Support) for more information about the exported file format and conventions. The recommended file export format is Access2000.

1. Click **Administration** from the main menu.
2. Click **Data Export** from the submenu.
3. Choose whether you want the data exported to a *Microsoft Access file* or an *Excel Spreadsheet*.
4. Select a **Time Period** from the dropdown list, or enter a **Start Date** and **End Date** as mm/dd/yyyy.
5. Choose either the **Modules**, **Table Names**, or **Table Groups** tab.
    a. Select the data that needs to be exported with the available checkboxes.
        i. If you selected to **Export Selected Tables**, you must then pick the data you want to export with the available check boxes.
6. Click the  (**Generate**) button.
7. Click the  (**Download**) button or choose the link under **Created Files** to export the data.
8. Choose whether you want to **Open** or **Save** the file.
    a. If you selected to open the file, a new window will open displaying the report.

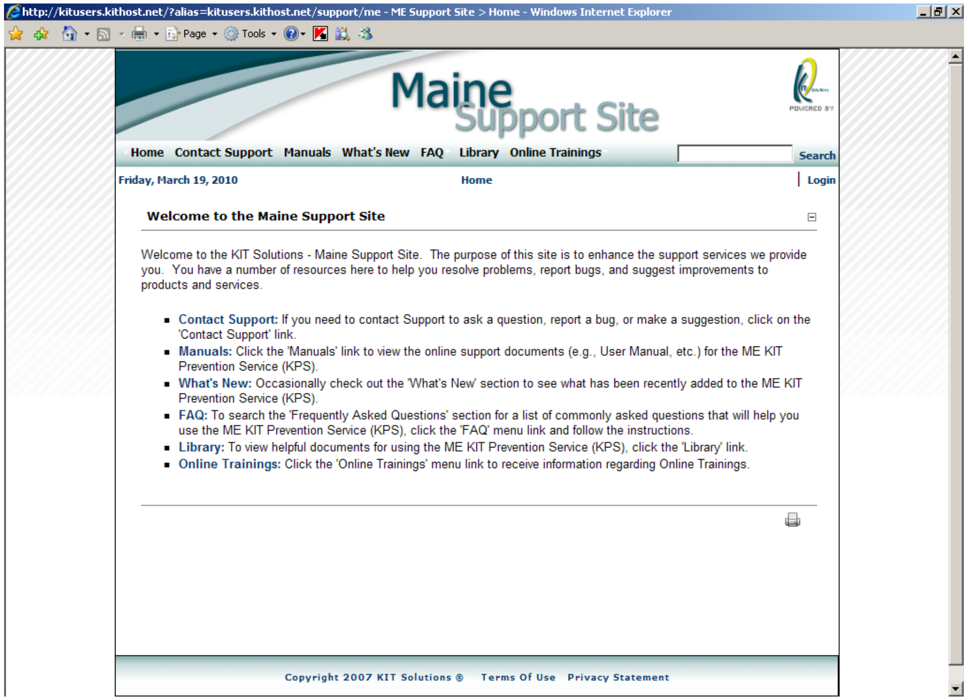


(This is a screenshot of the Data Export Page.)

SUPPORT

On the Support Site, you will find links to contact Support; go to an online version of this manual, and go to frequently asked questions regarding the application.

1. To reach the ME Prevention Support Site, click **KIT Support** from the main menu. A new window will open displaying the Support Site.
2. To submit a problem, question, or suggestion for improvement, click the **Contact Support** link.
    a. Fill in the appropriate fields.
    b. Click the **Submit** button. Your request will be sent to the KIT Solutions Customer Support team and the ME Office of Substance Abuse.
3. To find this manual in an online version, click the **Manuals** link. A new window will open displaying the various options for viewing the manual.
4. To see a list of new features, improvements, or announcements for ME Prevention, click the **What's New** button.
5. To view a list of the service codes and their definitions, click the **Service Code List** link. under **Library**
6. Click the X to close the Support site window.



(This is a screenshot of the Support Page.)

Search Feature

The application shows blank fields if there have not been any data entered or an entry that was previously entered. To view or edit data that has already been entered, but not being shown, use the Search (Search) button (located on the left toolbar) and use the following instructions to find this entry.

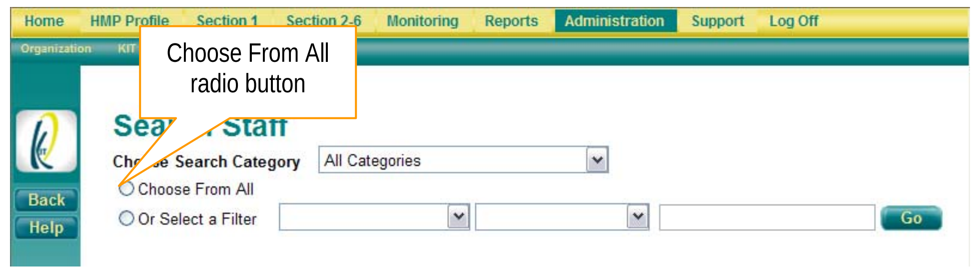
Using the Search Feature

1. Click Search (Search) from the left toolbar.

(This is a sample screenshot displaying the User Login page.)

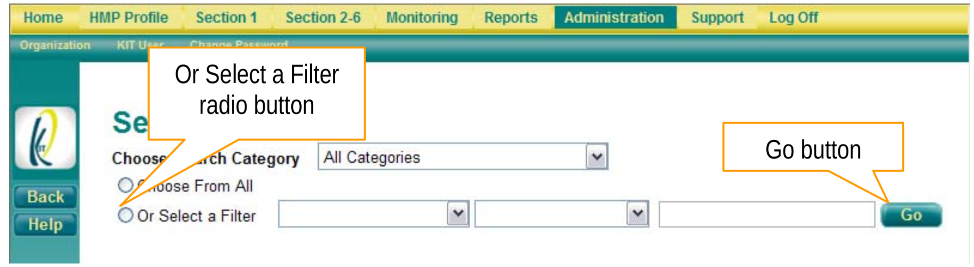
2. Use the dropdown list to choose a Category to search by. *All Categories* is the default.
3. Select the Choose From All (Choose From All) radio button to see a list of all of the records saved for that page.

   OR



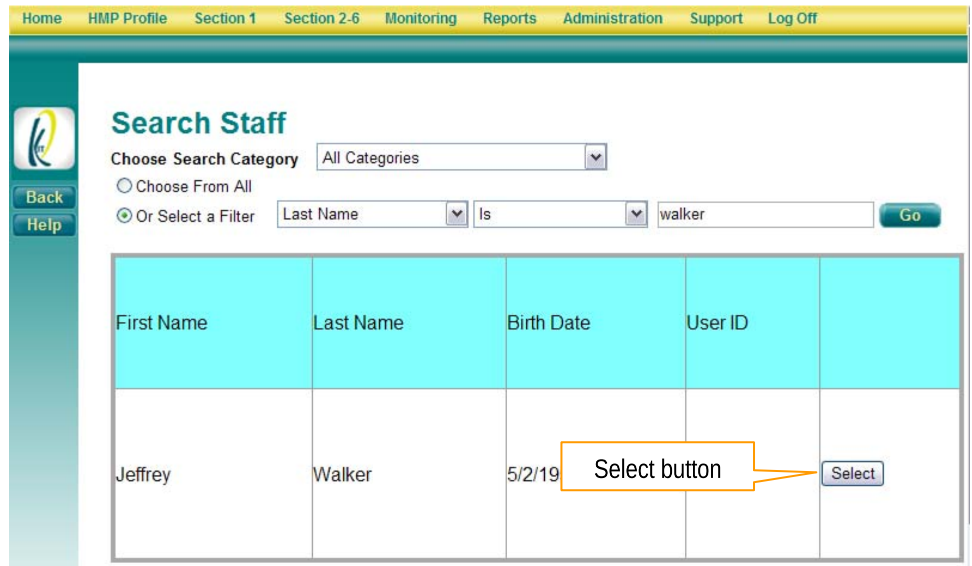
(This is a screenshot displaying the Search Staff page.)

4. Select the Or Select a Filter (**Or Select a Filter**) radio button to limit the search results by filtering the records.
    a. To specify the search filters, click on the arrow on the dropdown lists and select an option.
    b. Use the first search filter to select the search categories.
    c. Use the second search filter to select how you would like to filter the search results.
    d. Use the third search filter to select the search criteria
    e. Click the Go (Go) button to see the search results.



(This is a screenshot displaying the Search Staff page.)

5. Click the Select (**Select**) button next to the entry to go to that page.



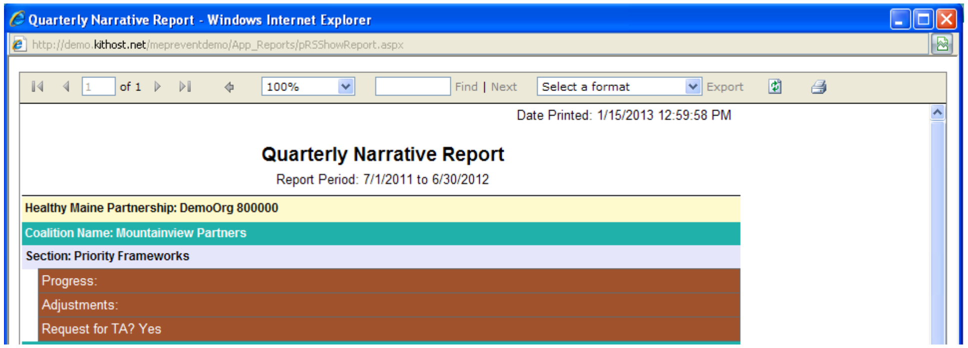
(This is a sample screenshot displaying the Search Staff page.)

Using the Reports Viewer

Once you have clicked **Open Report**, the report will open up in a separate window. Use this “Reports Viewer” window to view the report and to save and/or print the report.

Viewing a Report

1. Click these buttons 1 of 1+ to maneuver to other pages in the report. The single arrow (either forward or backward, will move the view to the next page or the previous page. The arrows with the bar can move the report view to either the first or last page of the report.
2. To move to a specific page in the report, type in a page number into this field 1 and hit the Enter key to move to that page.
3. The box with the label ‘100%’ can be used to change the level of magnification of the report. To change the level of magnification, click the black arrow on the right side of the blank and choose an appropriate percentage.



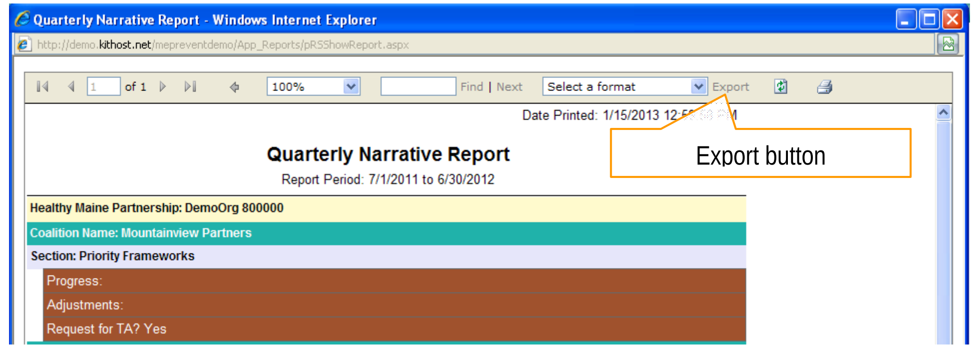
(This is a screenshot displaying a report in Internet Explorer.)

Tips

- If you have a pop-up blocker on your computer, hold the Ctrl (**Control**) key down while selecting the Open Report (**Open Report**) button.
- Reports require Active X controls to be installed on your computer. If you do not have permissions to download, please contact your system administrator.

Printing or Saving Reports

1. Select a format from the Select a format (**Select a format**) dropdown list.
2. Click Export (**Export**) next to the dropdown list.
3. The File Download window appears. Click the **Open** button to open and immediately view the report or click **Save** to save the report to your computer to view at another time
   *__Note__: You do not have to save the report to print.
4. If you clicked **Open**, the report will open in a new window in the Export format requested. Click the print button (or) to print the report.
5. Click the (X) in the top right corner of the window to close the exported report.
6. Click the (X) in the top right corner of the window to close the reports viewer screen.



(This is a screenshot displaying a report in Internet Explorer.)

Tips

- The recommended format for printing is *__Acrobat (PDF) file__*.
- If you have a pop-up blocker on your computer, hold the Ctrl key down while selecting any button used to view the report (e.g., Show Report, PDF, etc.).